

**Background Resources, Inc.**

29W120 Butterfield Rd. Suite 103B

Warrenville IL 60555

Phone: 630-873-2270

Fax: 630-657-1801



*Certified Female Business Enterprise*

**CHANGE OF COMPANY INFORMATION REQUEST**

REQUESTED BY: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_ CLIENT #: \_\_\_\_\_

<b><u>TYPE OF CHANGE</u></b>	
NAME	-----
MAILING ADDRESS	-----
BILLING ADDRESS	-----
CLIENT SPECS	-----
SPECIAL REQUEST	-----
DELIVERY	-----
OTHER	-----

**FILL IN ONLY AREAS THAT NEED TO BE CHANGED**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

ATTN: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CHANGES IN CLIENT SPECIFICATIONS/SPECIAL REQUESTS/DELIVERY/OTHER:

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<b><u>*FOR BRI OFFICE USE ONLY*</u></b>
RECEIVED ON: _____
PROCESSED BY: _____

\_\_\_\_\_  
Requestor's Signature