

# Print Vault® Edit Form—Change Name / Delete Print(s)

---

I want to:  **Change a Name** in the Vault  **Delete Print(s)** from the Vault

To ensure your request is completed, the following information is required in full.

Fill out individual forms per Printed Individual.

---

## PARTNER INFORMATION

Name of Business \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

---

## CONTACT INFORMATION

Name of Main Administrator \_\_\_\_\_ Administrator Phone \_\_\_\_\_

Administrator Email: \_\_\_\_\_

Your Name: \_\_\_\_\_ Your Phone \_\_\_\_\_

Your Email: \_\_\_\_\_

---

## NAME CHANGE REQUEST

Current Spelling Within Vault \_\_\_\_\_

Correct Spelling of Name \_\_\_\_\_

Date on Prints \_\_\_\_\_

---

## DELETING PRINT(S) REQUEST

Individual Print      Specific Print ID to Remove: \_\_\_\_\_

Entire Print Session

Name of Printed Individual \_\_\_\_\_ Session ID# \_\_\_\_\_

Date on Prints \_\_\_\_\_

By submitting this form, I assume full responsibility for this change. I understand this change can not be reversed. An email confirmation will be sent to the Main Administrator after the change has been processed.

**Questions?** Contact your Print Vault Representative at 877.848.6243