

# Customer Cancellation Notice

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Return by fax or Mail to:



P.O. Box 1183  
Round Rock TX 78680-1183  
Phone: 512-551-8235  
Fax: 866-660-5431

- Can you briefly tell us why you are cancelling your service?
- If you are continuing this service with another vendor, can you please tell us who it is and the primary reason for your change?
- If the reason is of service, price or capabilities, we may be able to make an adjustment. Would you like a salesperson to contact you and see if an adjustment can be made?  Yes  No

## Your Information:

Company:		Phone #:	
Address City/State/Zip:		Fax #:	

**Please cancel the following services as listed on your invoice:** *(Please list only the services including sub-services you want cancelled, or use a separate letter if you wish)*

1. 2. 3. 4. <input type="checkbox"/> All Services listed under my Company Name
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**Cancellation Effective on:** \_\_\_\_\_

**We can only accept cancellations by Facsimile (FAX) or by US Mail. I attest and certify that I am the owner or agent for this website or for this service and/or have the authority and power to disconnect these service(s). I understand once a service is disconnected, there is a fee to reconnect it. I also understand that once a service is disconnected, all web content will be deleted and lost and there is a fee for even attempting recovery of this information. We also welcome any comments via our customer survey form at <http://www.comcity.com/support/survey/welcome.htm>**

Customers Signature (if available)		Date:	
Printed Name:			

### **For Internal Purposes only:**

Completed by Customer ✓  
 Completed Internally by talking to: \_\_\_\_\_ on: \_\_\_\_\_ ✓  
Date Filed: \_\_\_\_\_ by: \_\_\_\_\_