CLIENT CONTACT ROLES

Stringfellow requires all Clients to have an Agreement Administrator (AA) designated with us. Please list contacts that have authorization to act on behalf of your Company along with the associated roles. The role descriptions are listed below.

Please note that our team members will not be able to perform sensitive requests unless they are designated with the appropriate roles below. It is important to keep this information up to date with us as your organization changes.

NOTE: To make changes, an AA will need to email support@stringfellow.com and we will validate the request.

CONTACT NAME	EMAIL	PHONE	A	UC	PU	BC	TC	HR

Location Contacts can be added by any contact role above. In the event a location contact is not designated for a location we will work with the designated Technical Contact when needed. Location Contacts are on the next page.

ROLE DESCRIPTIONS

ROLE NAME	ROLE DESCRIPTION
Agreement Administrator: AA	Main point of contact for overall relationship with STG. Authorized to perform functions in all roles.
User Changes: UC	Authorized to request that user accounts be setup or removed in Client environment.
Purchasing: PU	Authorized to approve quotes. All quote requests will be sent to this contact.
Billing: BC	Authorized to make payments, inquire about account balances and other billing related requests.
Technical: TC	Authorized to approve technical changes in the Client environment. Main technical contact for STG.
Human Resources: HR	Authorized to approve data access requests, including access to other user's data or applications.
Location POC: LC	Designated location point of contact for assistance with onsite requests and issues.

LOCATION CONTACTS			
CONTACT NAME	EMAIL	PHONE	LOCATION NAME