# University of Missouri System e-Builder User Request Form

We are excited about working with your firm on project (name of project). We will be using e-Builder on the project. We would like to ensure we have everyone involved on the project added to e-Builder to make the processes as efficient as possible. Please complete this form follow the directions at the bottom of the form

Role and Description

Contractor

Person responsible for the project at your firm.

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Last Name | Title | Email Address |
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|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

Contractor Admin

Person responsible for providing other documentation for the project as needed to the University of Missouri.

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Last Name | Title | Email Address |
|  |  |  |  |
|  |  |  |  |

Contractor Accountant

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Last Name | Title | Email Address |
|  |  |  |  |
|  |  |  |  |

Person responsible for submitting invoices to the University of Missouri.

## Execution of Contract

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Last Name | Title | Email Address |
|  |  |  |  |

Person who will sign the fully executed contract for the firm.

Thank-you for completing the form. Please email this to (your name) at (your email). We will process this request promptly. Once an account has been established, you will receive an email with the login credentials.