



TEXAS ASSOCIATION *of* COUNTIES

COUNTY INFORMATION RESOURCES AGENCY

Email License Quantity Change Form

Please complete the fields below to request that TAC CIRA increase or decrease your county's email license quantities. By completing this form, you authorize TAC CIRA to purchase and/or remove licensing on your county's behalf. Important: Licensing purchased by CIRA will not automatically be assigned. It is the county's responsibility to ensure that licensing is appropriately assigned to users or left unassigned. Questions? Contact TAC CIRA at (800) 456-5974.

County:

Employee Name:

Employee Title or Position:

Email Address:

Phone Number:

License Type:

Plan 1: Microsoft 365 Business Basic \$4.90/month* - add delete Qty_____

Plan 2: Microsoft 365 Business Standard \$12.40/month* - add delete Qty_____

Plan 3: Office 365 Enterprise E1 \$7.90/month* - add delete Qty_____

Plan 4: Office 365 Enterprise E3 \$19.90/month* - add delete Qty_____

Plan 5: Office 365 Exchange Online Plan 1 \$3.90/month* - add delete Qty_____

Plan 6: Office 365 Exchange Online Plan 2 \$7.90/month* - add delete Qty_____

Plan 7: Office 365 F3 \$3.90/month* - add delete Qty_____

Add-on features:

Rackspace 365 Archiving (domain-wide) \$3/month* - add delete

Microsoft Defender for O365 Plan 1 \$3/month* - add delete Qty_____

Microsoft Defender for O365 Plan 2 \$8/month* - add delete Qty_____

Azure Information Protection- Encryption \$3/month* - add delete Qty_____

Printed Name of Department Head:

Email of Department Head:

Signature of Department Head:

Date:

Please send the completed form to support@county.org or fax to (512) 479-1807.