



**Construction & Real Estate (CRE)
Name and/or Address Change Request Form**
For Sage Timberline Office and Sage Master Builder Customers
(Note: Do not use this form for license transfers)

Current Customer ID# _____

The undersigned original Licensee hereby notifies Sage of the following change(s) in information related to its license(s) of Sage Timberline Office or Sage Master Builder software product, as specified below in **Section E** ("Products"):

A. Effective Date of Change: _____

B. Change in Licensee's Name (**Please Type or Print Clearly**)

Original Licensee Name: _____
(Full Company or Corporate Name)

New Licensee Name: _____
(Full Company or Corporate Name)

Reason for Name Change:

_____ Change in company name or status (e.g. Inc, LLC, etc.). Copy of (i) the name change certificate from Secretary of State; and (ii) new Company letterhead must be attached.

_____ Incorrect or incomplete Company Name originally registered. New Company letterhead must be attached.

(If the license name change is due to any other reason than provided for above, you are not eligible for a name change. You must stop here and submit a request for License Transfer. Go to the following website: www.sagecre.com/request_license_change, download, fill out and submit the License Transfer Request Form.)

C. Change of Address

From: _____ To: _____

Main Contact Name: _____ Tel: _____

E-Mail: _____ Fax: _____

D. CRE Business Partner Name: _____

CRE Business Partner Contact Name: _____

CRE Business Partner Fax or Email address: _____

E. Products

Sage Timberline Office Sage Master Builder

Unless otherwise noted, all of the Products listed in this **Section E** shall be affected by the above change(s) when accepted by Sage. All terms of the applicable End User License Agreement shall continue to apply to such Products, and Licensee acknowledges that Sage does not waive any right or obligation under such agreement(s). Licensee acknowledges that certain proposed changes may require additional information and implementation prior to Sage accepting such change.

F. Reinstallation of Products

Licensee also understands and agrees that upon formalization of the name change, a change to Licensee's software registration or reinstallation of all Software modules will be necessary. In addition, if Licensee has a Sage Timberline Office Estimating database, it may be necessary for such database to be re-serialized to the new name. Such re-serialization may only be done through the CRE Customer Support department and may incur a nominal fee. Following the name change, Sage will provide Licensee with new software registration name and activation codes. **In the event that Licensee does not agree to change the software registration or reinstallation of the Software, Licensee acknowledges that Sage will not process this name or address change request.**

Licensee requests that Sage forward new activation codes to Licensee or its CRE Business Partner, as follows:

Send to Licensee: Send to Business Partner

Contact Name: _____

Fax #: _____

Email Address: _____

G. Authorization and Signature

The undersigned represents that (i) he/she is an authorized signatory of the Licensee as set forth below, (ii) is authorized to sign this document on Licensee's behalf and make the representations and request(s) set forth herein, and (iii) the information contained herein is true and correct.

Licensee: _____
(New Company Name)

By: _____
(Authorized Signature)

Name: _____
(Print Name)

Title: _____

Date: _____

Fax completed form and required paperwork to: 503-439-5655