CHARGE ACCOUNT PASSWORD SETUP

The following information is required to setup a charge account for your company or firm. Your password will allow you to print images from the system and your account will be automatically billed for the copies you request.

Company Name: _____

Contact Person: _____ Title: _____

Address (mailing): _____

City, State & Zip: _____

Phone Number: _____Fax Number: _____

Billing Email (required for emailing invoices): _____

Account Name/User Name: _____ Password: _____
(Numbers only)

Please list below those persons, including yourself, authorized to print copies on behalf of your company or firm. (Please note that this office will not give out User Name or Password.)

By signing below, you understand that 1) it is your responsibility to notify the Ritchie County Clerk's Office upon any changes to this account, 2) that you accept responsibility for any copies requested by the persons listed above, 3) that by providing an email address, all invoices will be emailed, not mailed, 4) that invoices are sent out the first of each month, and 5) that payment in due within a month.

Signature: _____ _____
(Printed Name)

Date: _____ Phone Number: _____

Ritchie Clerk's Office Use Only:

Date Received: _____ By: _____

Notified account is set up by: ____ Email ____ Phone on _____

Ritchie County Clerk's Office Phone (304) 643-2164 Fax (304) 643-2906 email: jhodges@clerk.state.wv.us
www.ritchiecountyclerk.com