



Correspondence Management System Installation and Setup House Office Acceptance Form

I, _____, with the office of _____
("Office) acknowledge that my Correspondence Management System (CMS) provider,
_____, has:

- installed and setup the CMS for the Office;
- ensured all peripherals (e.g. printers) are functioning with the CMS;
- imported all required data from the office's previous CMS system (if applicable); and
- provided the following training and information:
 - role-specific training for Office staff (e.g. staff assistant, legislative aid, legislative director, etc.);
 - a "how-to" user's guide or detailed reference guide;
 - a user "quick guide" or "cheat sheet".

I ___ would like the CAO to contact me to discuss my experience with the CMS installation, setup, or training.

Signature

Date