

**FAX TO:** eAccess at Nevada State Printing  
(775) 684-6951



# USER'S AGREEMENT

Only government entities are allowed to purchase printing services from Nevada State Printing. Please complete the following form and fax it as indicated above. State Printing staff will create your account and telephone you to make arrangements to give you a brief demonstration of the site.

**Salutation:** \_\_\_\_\_ (Mr. / Ms. / Mrs. / etc.)

**Last Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Middle Initial:** \_\_\_\_\_ **Suffix:** \_\_\_\_\_ (Jr., III, etc.)

**Title or Position:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Unit:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Alternative Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Accounts Payable Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**User Name Requested:** \_\_\_\_\_

**Password:** \_\_\_\_\_  
(6 to 8 alphanumeric characters)

I am authorized by my agency to make purchases using the Nevada State Printing online order entry system. Our accounts payable staff understands that the only order number that State Printing will reference is the one generated by the software when the order is submitted, and our agency agrees to pay on that basis. I agree to use this Nevada State Printing website only for the purposes it was intended.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

