



Benchmark Email Month-to-Month Account Cancellation Request

First Name: _____ Last Name: _____

Company Name: _____

Login ID/ User Name: _____

Password: _____

I have filled out this form because I would like to cancel my Benchmark Email account.

Since my Benchmark Email account is a month-to-month account, I have the freedom to cancel before my next renewal date. However, once I send in this form and my account is canceled, I immediately lose access to my account and can no longer send emails. This also means that I no longer have access to my email lists, layouts, reports and other data.

By filling out and signing this form, I am acknowledging that I understand that Benchmark Email will not pro-rate my account for the remaining time up until my next renewal date, even though I do not have access to my account and cannot send emails. Therefore, I am responsible for exporting my email lists, layouts, reports and other data before I send in this form.

I also understand that once my account is terminated, Benchmark Email is not responsible for any data left on my account. Benchmark will delete any leftover content on my account including lists, layouts, reports and other data once my account is canceled.

By signing this document and filling out the information required, I am acknowledging that I understand the terms of my cancellation.

Authorizing Signature: _____

Printed Name: _____

Email Address: _____

Date: _____

Please fax this completed form to 562.314.3065 or scan and email to support@benchmarkemail.com