



# Request to administer a 'My Speedy' Account

Please complete the fields below to enable you to manage your account on line at [www.speedyservices.com](http://www.speedyservices.com)

Company Name(s)	Speedy Account Number(s)	Address	Postcode	Telephone Number	Fax Number

Administrator Name: <input type="text"/>	Address: <input type="text"/>
Job Title: <input type="text"/>	(If different from above)
Telephone Number: <input type="text"/>	Mobile Number: <input type="text"/>
Fax Number: <input type="text"/>	Email Address: <input type="text"/>

How would you like Speedy to communicate with you regarding future Extranet developments

- Email
- Phone
- Post

**Send your completed forms to our customer service team.**

**EMAIL:** [customerservices@speedyservices.com](mailto:customerservices@speedyservices.com)

**FAX :** 01942 508780

**POST:** Customer Services, Speedy, Chase House, No 16 The Parks, Newton-le-Willows, Merseyside. WA12 0JQ

### What benefits will I receive with a 'My Speedy' account?

- One Click, One Login and One Password
- View Transactions, Hire History & Current 'On Hire' Reports
- Print, View, Download and Query your Invoices
- Secure On-line Payment
- View deliveries, collections and 'Off-Hires'
- Manage your loss and damage transactions
- Access debt analysis and your account information

- Once an 'Administrator' has been set up, they are responsible for individual User set up for your Company Account(s)
- If a User no longer requires access to the facility, it is the 'Administrators' responsibility to disable the individual User account
- If you require an 'Administrator' to be disabled please email [customerservices@speedyservices.com](mailto:customerservices@speedyservices.com) stating Account number, Account Name and details.

**[customerservices@speedyservices.com](mailto:customerservices@speedyservices.com)**