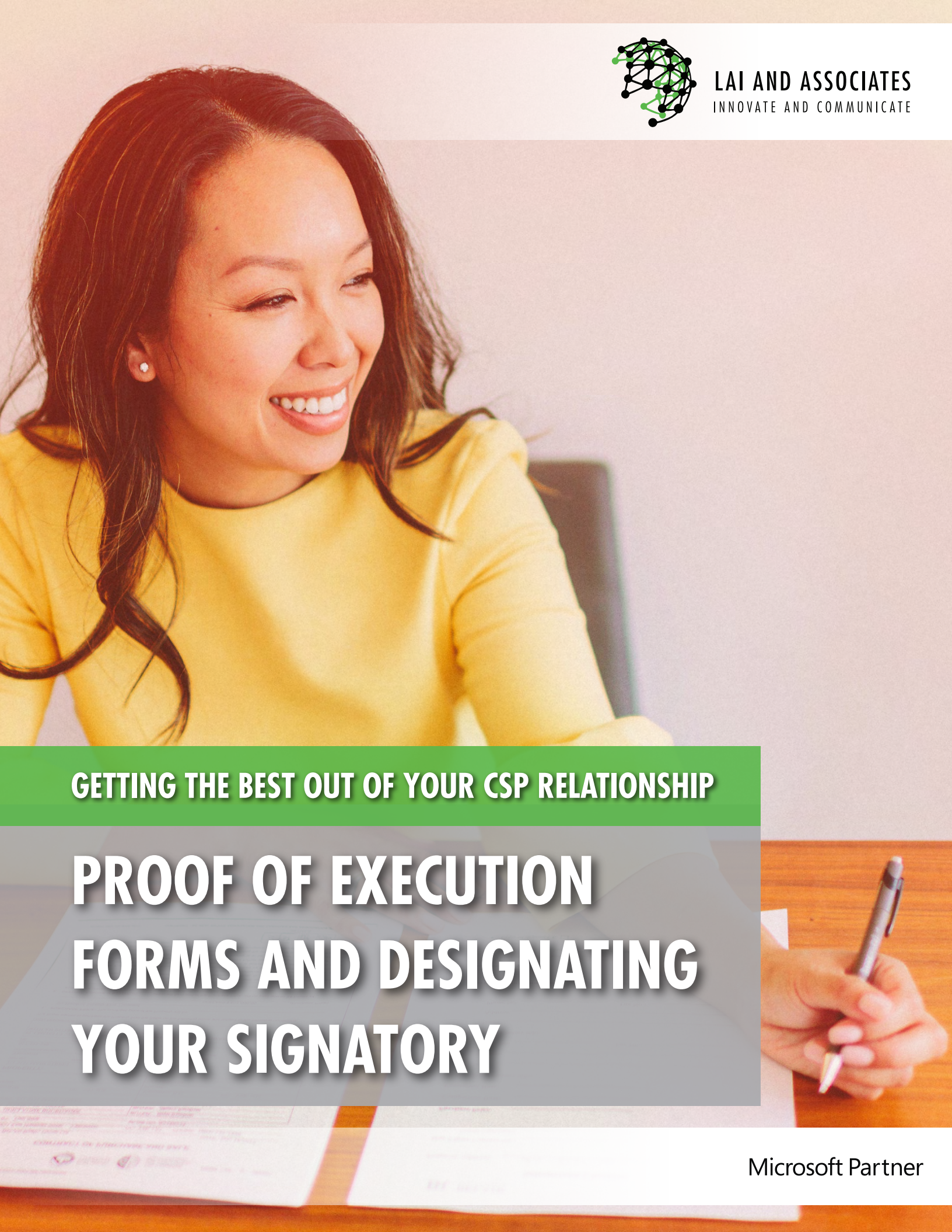




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GETTING THE BEST OUT OF YOUR CSP RELATIONSHIP

PROOF OF EXECUTION FORMS AND DESIGNATING YOUR SIGNATORY

Microsoft Partner

PROOF OF EXECUTION FORMS AND DESIGNATING YOUR SIGNATORY



Congratulations!

You've started on the journey to get the most out of your decision to partner with a Cloud Solutions Provider (CSP). We'll make it easier to administer your subscriptions, develop custom solutions that meet your needs and manage your support services.

As we are a direct Microsoft partner, we provide true end-to-end service, including passing on discounts, setting up software trials, providing training and more. Everything we provide is sourced directly from Microsoft, so you have the backing of one of the world's most reliable providers.

To help you understand how to engage with our CSP services and what to expect when you submit a request, we developed this booklet.



Need Microsoft licences added or removed?



Have a support issue that needs attention quickly?



Need training for your team on how to be the most productive with your new software?



These questions are all answered by taking this first step.



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STEPS AND WHAT TO EXPECT

1.

Designate an Approved Signatory

For each executed request, we require that a designated signatory review and approve a provided Proof of Execution form, to close the request on our system and for submission to Microsoft.

2.

Contact Us for Your Needs

Contact us with your service request. We will respond quickly to assess your needs, and act to get you the seamless experience clients expect from a well-maintained managed service.

3.

Review and Sign the Secure Form

After completion, a Proof of Execution form will be sent to you for review and approval. This can cover adding or removing licences, provisioning Azure services, deployment and training or layering solutions on top of software licence allocation.

4.

We Submit the Signed Form to Microsoft

This step helps to unlock some additional benefits of your CSP relationship, the ones that come directly from Microsoft. These can include offers on new software, free trials of new apps, training credits for Microsoft certification and much more.

5.

Confirmation from Microsoft

After a short time, Microsoft will send an email to your designated signatory to confirm the work stated on the Proof of Execution form, validating the work is within Microsoft's ability, and their confidence in us to provide it to you.

It ensures you receive top-shelf service and unlocks bespoke offerings from Microsoft that meet your productivity needs.

On the following pages we have included a section to identify the signatory for your organization's Proof of Execution form and a sample Proof document.





Identify the Signatory for Your Organization's Proof of Execution Form

Customer Signatory Name (Printed):

Customer Signatory Role:

Email:

PROOF OF EXECUTION FORMS AND DESIGNATING YOUR SIGNATORY



Sample Proof Document

Scope of Work
Issue: Thousands of .d recommend a third-party prem storage or another
Proposal: Migrate .d
Deployment
Solution: Built out a network Connected to file
Change Manage
1. Proposed the
2. Communicate
3. Rolled out the
Customer Support

☐ Pro-Plus
Other:
☐
☐

Tick box(es) for Business Apps (D
☐ D365 Customer Engag
☐ D365 For Case Mana
☐ D365 For Customer
☐ D365 For Field Servi
☐ D365 For Marketing
☐ D365 For Operation
☐ D365 For Project S
☐ D365 For Relation
Other:
☐
☐

Project Implementation
Please provide below as n
• Scope of work
• Deployment activities
• Change management a
• Customer Support acti


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IT Solutions • Corporate Communication • E-Learning

Microsoft Incentives - Proof of Execution
All fields are required unless stated otherwise

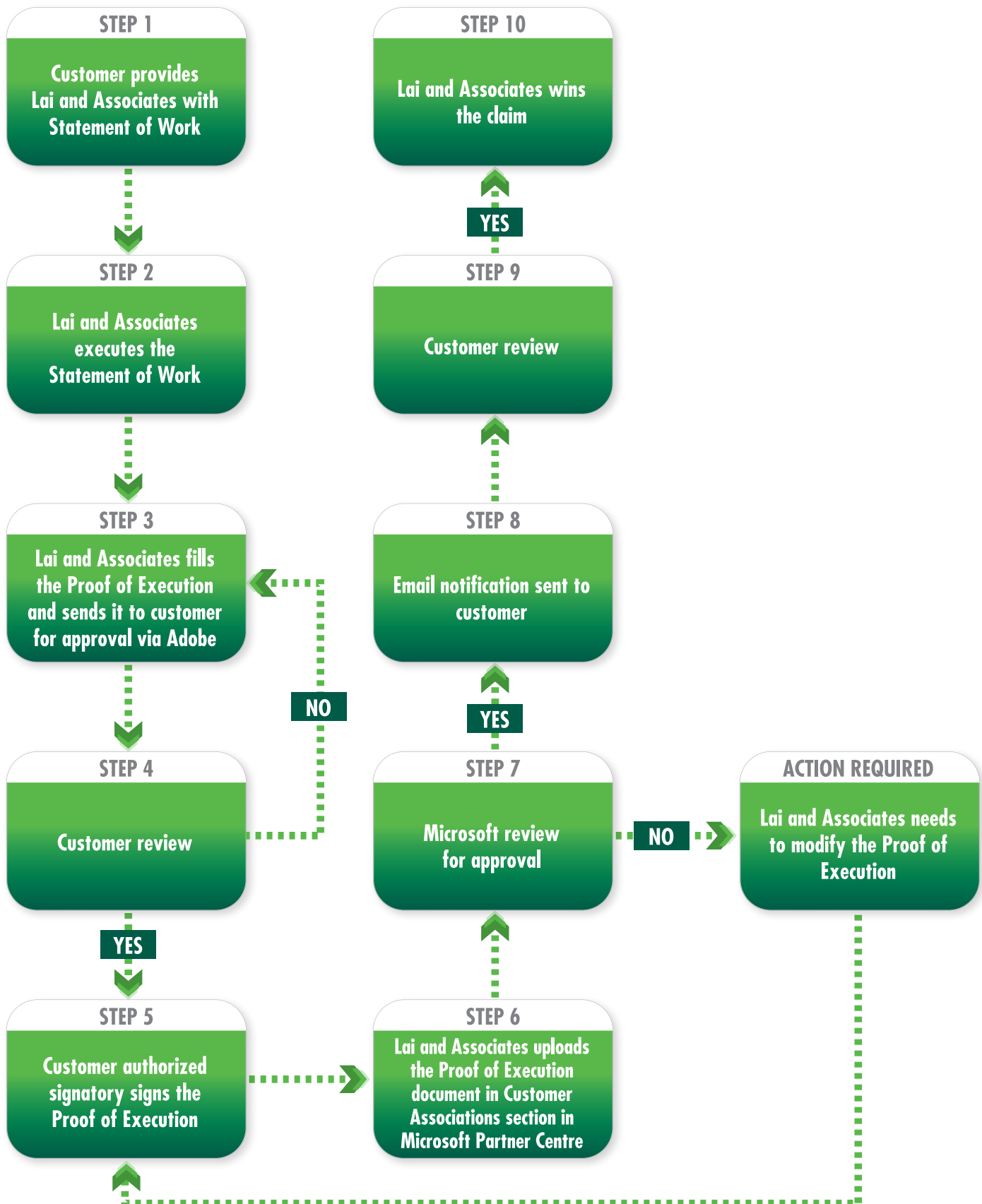
Partner Name	Lai and Associates Inc.
Customer Name	Your Company
Customer Signature	
Customer Signatory Name (Printed)	
Customer Signatory Role	
Dates of Signature	
*Optional: Tenant ID	0a12b34c-5d6e-7f89-ghf0-12345678901i
*Optional: Domain Name	yourcompany.com

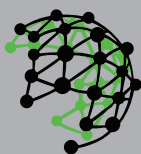
Tick box(es) for Microsoft 365 products:

<input type="checkbox"/> Exchange Online	<input type="checkbox"/> Intune
<input type="checkbox"/> Outlook Mobile	<input type="checkbox"/> Azure Active Directory Premium (AADP)
<input type="checkbox"/> SharePoint Online	<input type="checkbox"/> Azure Information Protection (AIP)
<input type="checkbox"/> Teams	<input type="checkbox"/> Azure Advanced Threat Protection (AATP)
<input type="checkbox"/> Yammer	<input type="checkbox"/> Microsoft Cloud App Security (MCAS)


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PROOF OF EXECUTION PROCESS FLOW CHART





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For Microsoft Office 365 Consulting or Training contact Lai and Associates

Phone: 647-956-8130 or 647-495-8375 IT Support: 647-497-7123

Email: contact@laiandassociates.ca