



****DIRECTIONS****

Date: _____	Client Number: _____	Dealership Name: _____
Requesting Party: _____		POWER Support Rep: _____

1. Enter the tape number for each tape you are requesting to be marked *gone* in the TAPE# field.
2. Enter the type of tape for each tape you are requesting to be marked *gone*. You can find the backup tape type in the Tape Library Maintenance TYPE-OF-TAPE field.
3. Enter the create date for each tape you are requesting to be marked *gone*. The create date can be found in the Tape Library Maintenance CREATE field.
4. Enter the expiration date for each tape you are requesting to be marked *gone*. You can find the expiration date in Tape Library Maintenance EXPIRES field.
5. Enter the reason you would like to have the tape(s) marked *gone*. Do this for each tape you are requesting.
6. If you are requesting more than ten tapes to be marked *gone* from your system, please use the second page provided.

Tape #	Type of Tape	Create Date	Expire Date	Reason

I hereby authorize Reynolds & Reynolds to mark the tape number(s) on this form as *gone* in my computer tape library system. I assume all responsibility for the tape(s) and the data on the tape(s). I realize by marking a tape *gone*, the system will no longer request the tape for tape verification.

The dealership's System Administrator, Dealer, or General Manager must sign this form to authorize this tape gone request.

Signature _____ **Date** _____

Printed Name _____ **Title** _____

Please email the completed form to your POWER Support Rep or fax it to (937) 485-4039.

If you have more than 10 tapes to be marked *gone*, use this page for those tapes.

Tape #	Type of Tape	Create Date	Expire Date	Reason