



Account Clearing Request

Select one of the options below

Customers

This will delete all:

- Customers
- Sales
- Workorders
- Inventory quantities (not items)
- Serial numbers
- Purchase orders
- Transfers
- Foreign relations (for integrations)
- QuickBooks exports

Clear Customers

Sales

This will delete all:

- Sales Credit account balances
- Workorders
- Inventory quantities (not items)
- Serial numbers
- Purchase orders
- Transfers
- Foreign relations (for integrations)
- QuickBooks exports

Clear Sales

Items

This will delete all:

- Items
- Item images
- Sales
- Workorders
- Inventory quantities
- Serial numbers
- Purchase orders
- Transfers
- Foreign relations (for integrations)
- QuickBooks exports
- Products listed in a linked eCom account

Clear Items

THE DATA SELECTED ABOVE WILL BE PERMANENTLY DELETED. THIS CANNOT BE UNDONE.

Authorization must be granted by the account owner and verified by providing the last four digits of the credit card associated with the Lightspeed Retail account. In some cases, we may request additional verification before completing the account clear request.

Account Owner Name Printed

Account Owner Signature

Account Name Printed

Account Number

Date

Phone

Last 4 of Billing Credit Card

You acknowledge and agree that (i) only the categories of data specifically indicated in your selection above shall be deleted by this Account Clearing Request; and (ii) notwithstanding this Account Clearing Request, Lightspeed may retain copies of your data pursuant to its automated electronic backup procedures, and will treat such copies as confidential for as long as they remain in Lightspeed's possession. (iii) You acknowledge and agree that if you require these records for fiscalization or any other legal purposes, you have ensured they have been downloaded before you submit this deletion request

FOR INTERNAL USE ONLY

PROCESS COMPLETED BY: