

SXTV Service Request Form 3

ISDN Access: DFAIT Offices

Return the completed form to SXTV, by fax to 944-0044, or submit the electronic form at <http://sxtvweb/hqtel-e.htm>

For assistance: See section 3.1 in the guidebook. For additional information, call 944-1776 (1-2-1)

Contact Information

Div: _____ Location: _____ Floor: _____

Project Manager / Contact Person: _____

Tel: _____ Fax: _____

Installation Date

Service Requested

ISDN Access (section 3.1 in SXTV guidebook)

SXTV requires advance notice as follows:

- Within the NCR — 10 working days
- Outside the NCR — 20 working days

Permanent – Location: _____ Room: _____

Temporary – Location: _____ Facility: _____

Room: _____ Kiosk: _____

Note: Bureaus are responsible for covering installation costs involving temporary installations for their own projects.

Authorization

Name: _____ Title: _____ Director

Signature: _____ Date: _____