

SXTV Service Request Form 2

Retreats and Seminars Held Off-Site

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 2.2 in the guidebook. For additional information, call 944-1776 (1-2-1)

Contact Information

Div: _____ Location: _____ Floor: _____

Project Manager / Contact Person: _____

Tel: _____ Fax: _____

Event Date(s)

Service Requested

Retreats and Seminars (section 2.2 in SXTV guidebook)

SXTV requires advance notice as follows:

- 1 to 5 outlets — 7 working days
- 6 to 10 outlets — 10 working days

Location: _____ Facility: _____

A representative from SXTV will meet with you to discuss details.

Authorization

Director General or Area Manager

Name: _____ Title: _____

Signature: _____ Date: _____