

## Telephone & IT Services Request Form

Company Name	
Office Suite Number	
Customer Contact Name	
Phone / Mobile Number	
Email Address	

IT Contact Name	
Phone / Mobile Number	
Email Address	

Contract Term	<b>Start:</b>	<b>End:</b>
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Service Type	Qty	Unit Cost (£/Month)	Total Amount (£/Month)
Shared Broadband Connection		inc	inc
Telecoms		inc	Inc
<b>Additional Services*</b>			
Wireless LAN		10.00	
Extra DDI (Phone)		10.00	
Analogue Line (Fax)		10.00	
Record A Call		7.50	
Unified Messaging (Voicemail to E-mail)		5.00	
Call Recording (FSA Compliance)		25.00	
Dedicated Bandwidth	1 MB	150.00	
Online Data Backup (10Gb)		56.00	
Managed Microsoft Exchange for email		9.90	
Virtual Microsoft desktop environment		99.00	
Web Conferencing/ Collaboration		20.00	
Co-location (per 1U)		25.00	
Additional Data Ports		5.00	
<b>Total</b>			

\*A set up fee of £25.00 will be payable where any additional services are ordered after commencement of the agreement.

Notes:	
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Form Completed by:	
Name	
Date	

All Order Forms to be emailed to [GCSupport@essensys.co.uk](mailto:GCSupport@essensys.co.uk)  
 For Pre-Sales Support Queries to [GCSales@essensys.co.uk](mailto:GCSales@essensys.co.uk) or call 020 3102 5250

All IT & Telecoms Services will be provided in accordance with the End User Agreement annexed to this Services Request Form. Additional copies of the End User Agreement are available to download from [www.genesis-centre.com/downloads.php](http://www.genesis-centre.com/downloads.php).

By signing this Services Request Form you agree to the charges indicated for the supply of the IT & Telecoms Services requested and confirm that you have received a copy of the "End User Agreement" and agree to be bound by its terms and conditions.

Agreed and accepted

Signed .....

Name of Signatory .....

Position .....

Name of End User .....

Date .....