# Service Request Form (To be completed by customer)

|  |
| --- |
| **Service Type:**  |
| [ ]  **Operating System** [ ]  **Application** *(IIS, AD, DNS, DHCP, Exchange and etc…)* ***[ ]* Add/Installation [ ]  Removal/Uninstall** [ ]  **Patching** [ ]  **Backup** [ ]  **Others**  |
| **System Information:** |
| List of Machines for the service

|  |  |  |
| --- | --- | --- |
| **S/N** | **Machines** | **Remark** |
|  |       |       |
|  |       |       |
|  |       |       |
|  |       |       |
|  |       |       |

***( Please attach a separate list of Machines, if applying for more than 5 Machines )*** |
| **Service Request Information:** |
| Please state request information. If space is insufficient, please attach additional sheet(s):      |
| **Remark:** |
|      |
| **Service Request Implementer*****(To be completed by 1-Net Engineer)*:** |
|

|  |  |
| --- | --- |
| **Estimate Resource Required (Man-hours/days) :**  |       |

Please state any request resources, concerns and possible impact. If space is insufficient, please attach additional sheet(s):     ***\*Pre-requisites are required. Please consult the Account Manager*** |
| **Request Processed By: *(To be completed by 1-Net Engineer)*** |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Received: | Select date | Date Completed: | Select date | Completed By: |       |

 |