

Smartlinx3 Customer Technical Details Form



| | |
|-----------------|--|
| Customer | |
| Job # | |

Location of Installation Site

| | | | |
|----------------------|--|------------|--|
| Building name | | | |
| Floor No. | | | |
| Street No. & Name | | | |
| City | | | |
| Site Contact Person | | Site Phone | |

Invoicing Contact Details

| | | | |
|------------------------|--|---------------------|--|
| Company Name | | | |
| Contact Person | | | |
| Company Position | | | |
| Invoice Postal Address | | | |
| Billing Contact Phone | | Billing Contact Fax | |
| Billing Contact email | | | |

Technical Contact Details (if different from above)

| | | | |
|-------------------------------|--|-----------------------|--|
| Technical contact name | | | |
| Position | | | |
| Technical Contact Phone(s) | | Technical Contact Fax | |
| Technical Contact email | | | |

General Information

| | |
|---|--|
| What is the main business activity for the company? | |
|---|--|

Building Detail if known...

| | | | |
|----------------------------|--|-------|--|
| Building Manager Name(s) | | Phone | |
| Building Manager Location | | | |
| PABX Room on Floor no.(s)? | | | |

Note: Installation can not be completed without the submission of this form.

Authorisation

Signature

Date

Name

Position

| Smartlinx3 Office Use | | |
|--------------------------------------|-------------|--------------------|
| <i>Customer Application Received</i> | <i>Date</i> | <i>By</i> |
| <i>Job #</i> | | |
| <i>Account Manager</i> | | |
| <i>Technical Details Received</i> | <i>Date</i> | <i>Confirmed</i> |
| <i>Building Manager Contacted</i> | | |
| <i>PABX keys held by/Location</i> | | |
| <i>PABX key holder notified</i> | | |
| <i>Work Plan Completed</i> | <i>Date</i> | <i>By</i> |
| <i>Installer Tasked</i> | <i>Date</i> | <i>By</i> |
| <i>Estimated Completion</i> | <i>Date</i> | |
| <i>Installation Completed</i> | <i>Date</i> | |
| <i>Tested & Commissioned</i> | <i>Date</i> | |
| <i>Invoiced</i> | <i>Date</i> | <i>Account no.</i> |