

## ANNEX E

### SERVICE ORDER REQUEST - SAMPLE

From: The e-mail address of the point of contact for the SSC Satellite Service Manager

To: The e-mail address(es) for the Contractor representative(s)/point(s) of contact for the overall management of the SO specific related activity.

Carbon copied (cc): E-mail address for each of the following area(s) of primary interest:

- Contractor representative as named in the Contract;
- Technical Authority as named in the Contract;
- Administration contact for SSC and Technical Authority; and
- SSC Contracting Authority as named in the Contract.

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#### Supplier Order Report MM/DD/YYYY

Order No.....: Unique identifier (alphanumeric) assigned by the Technical Authority for each SO issued under this Contract (I.e. ITSB-000000).

Order Status.....: New

Action Type.....: ESTABLISH, RECONFIGURE OR DISCONNECT

Service.....: Enter type of Service

Supplier.....: Full legal name of the Supplier

Customer.....: Full name of Federal Government Department and/or Agency of SSC

Customer Order No.....:

Related Order No.....:

Priority.....: No or Yes

Date Required for Goods: YYYY/MM/DD (YYYYMMDD)

Date Customer Ready.. YYYY/MM/DD (YYYYMMDD)

Order Originator.....: Name of Administrator for ITSB

Phone #.....: (000) 000-0000 Ext:

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#### ORDER REMARKS:

Start Date for Services...: YYYY/MM/DD

End Date for Services....: YYYY/MM/DD

SUB-TOTAL: \$

GST/HST: \$

TOTAL ESTIMATED AMOUNT: \$

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Supplier Service: Service name Supplier Acct: \_\_\_\_\_ Account no. \_\_\_\_\_

Contract: EN000-000000/000/00

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