

Customer Service Request Form

Customer Details

Ref No. CS-...../10

Name : NRC No. Date :
 Company Name : Installed Address :
 Ph No : Email :

Service Details

Customer ID : Current Plan : Site Code:
 Installed Date : Current Email Quantity :

I request the following changes to be made to my Service/s listed above:

- | | | | | |
|-------------------------------------|--|----------------------------------|------------------------------------|---|
| <input type="checkbox"/> Reactivate | <input type="checkbox"/> Plan Change | <input type="checkbox"/> Upgrade | <input type="checkbox"/> Downgrade | <input type="checkbox"/> User Name Change |
| <input type="checkbox"/> Disable | <input type="checkbox"/> Relocation | <input type="checkbox"/> Major | <input type="checkbox"/> Minor | <input type="checkbox"/> Additional Email |
| <input type="checkbox"/> Terminate | <input type="checkbox"/> Customer Details Change | <input type="checkbox"/> Others | | |
| <input type="checkbox"/> VoIP | <input type="checkbox"/> New Email | | | |

Remarks :

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Request made by Owner Other General Power NRC Copy

Signature : Name : Date :

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Customer Service Section

Prepare by : Name : Date :
 Check by : Name : Date :
 Approved by : Name : Date :

Finance Section

Receipt by : Name : Date : Cash Receipt No :
 Check by : Name : Date :
 Approved by : Name : Date :

Engineering Section

Check by : Name : Date :
 Configure by : Name : Date :
 Approved by : Name : Date :

| | | |
|----------------|---|--|
| Applied Date | 1 st ~ 15 th Day | 16 th ~ End of Month |
| Effective Date | 1 st Day of Next 1 Month | 1 st Day of Next 2 Month |