**DIR Service Order Form**

[ ]  I am authorized to place this order on the behalf of the agency cited below.

[ ]  I have consulted with a DIR Engineer regarding initiating this order.

[ ]  I have been provided a quote by DIR and am ready to proceed with the order and billing change(s).

[ ]  **I request a consultation before this order is initiated.**

[ ]  **I request a quote prior to this order being initiated.**

Send completed order form to: telecom.solutions@dir.texas.gov

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| 1) Customer Account Information |
| Account Code | Click here | Division Code | Click here |
| Account Name | Click here | Division Name | Click here |
| Order Submitted By | Click here | Phone Number | Click here |
| Email Address | Click here |
| Date of this Request | Click here | Requested Due Date | Click here |

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| 2) Type of Service – Select all that apply. |
| [ ]  DIR Cabling (NSOC COLO rooms only) | [ ]  DIR Layer2 VPN Service (L2VPN) |
| [ ]  DIR Colocation and Rack Service (COLO RACK) | [ ]  DIR Layer3 VPN Service (L3VPN) |
| [ ]  DIR Data Center Service Connectivity (DCS) | [ ]  DIR VoIP Service (VOIP) |
| [ ]  DIR Internet Service (DINT or DINT2) | [ ]  DIR Other (Include more detail in Section 5) |
| [ ]  DIR Complex Fiber Service (FIBER) |  |

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| 3) DIR Connection Information (From DIR Telecommunications invoice, if existing connection) |
| DIR CKR | Click here | DIR Circuit ID | Click here |
| TEX-AN Vendor Circuit ID(If one is associated with this connection) | Click here |
| For DIR Internet Bandwidth Change |
| Current Bandwidth (rate-limit) | Click here | Requested Bandwidth (rate-limit) | Click here |
| Capitol Complex Building(s) and/or addresses associated with this order (i.e. NSOC, SHB, REJ, ADC, SDC, etc.) |
| Click here |

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| 4) Provide Primary and Technical Contacts |
| Primary Name | Click here | Alternate Name | Click here |
| Primary Phone | Click here | Alternate Phone | Click here |
| Primary Cell | Click here | Alternate Cell | Click here |
| Primary E-mail | Click here | Alternate E-mail | Click here |

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| 5) Brief Description of Customer Need or Project Details – Attach a network diagram if available |
| Click here |