

Louisiana Office of Telecommunications Management
Frame Relay Order Form (OTM-23)

OTM Order Number _____
(To be assigned by OTM)

Section 1

Agency Cost Center Number _____ Due Date Requested _____
Department _____ Prepared By _____
Office _____ Date Prepared _____
Primary Contact _____ Alternate Contact _____
Telephone Number _____ Telephone Number _____
Email Address _____ Email Address _____

TC Approval _____

Section 2

AT&T Master Billing No. _____ 225 M14-0411 Agency Frame Account
(to be assigned by OTM) _____ 225 M14-6188 LaNet Frame Account

AT&T Service Requested

Section 3

Action Required (check appropriate boxes) If this service will be used for LaNet Access, you must also fill out the appropriate LaNet Order Forms. Please contact the OTM Enhanced Network Services Section at 225-219-4860 or visit our web site at www.doa.louisiana.gov/otm

- New Install
- Change Existing Circuit ID _____ Earning No. _____ DLCI _____
- In Move/Move Circuit ID _____ Earning No. _____ DLCI _____
- Disconnect Circuit ID _____ Earning No. _____ DLCI _____

Host Circuit ID (circuit PVC talks to): _____

Section 4

Service Required (check appropriate boxes)

Access Line

- 56/64 Kbps T-1 3 Mbps 6 Mbps 9 Mbps 12 Mbps 15 Mbps 45 Mbps

- Premise to Network (CAT1) **OR** CO DACS to Network (CAT2)
For OTM Use Only: Copy to OTM analyst to provision the SONET ring component

NPA NNX

For assistance in completing this form, call the OTM Advanced Services Group at 225-342-7751 or 225-342-7761.

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Service Required Continued (check appropriate boxes)

Port Speed

Full Port Speed _____ K/Mbps CIR _____ K/Mbps
Sub-rate Port Speed _____ K/Mbps CIR _____ K/Mbps
Multi-line Port Speed _____ K/Mbps CIR _____ K/Mbps

PVC

- Standard PVC _____ quantity
- Priority Data PVC _____ quantity
- Intelligent PVC (Works with Standard or Priority PVC and is used to reroute service to backup sites.)
(Requires 1 additional PVC/CIR for existing service. Requires 3 PVC/CIR for new service.)

Change to Existing Service

Port Speed _____ Current _____ New _____
PVC _____ Current _____ New _____
CIR _____ Current _____ New _____

Reports

Standard Agency ___ OTM
Enhanced Agency OTM
Customer ID _____

Section 5

OTM Network PVC Speed (Complete this section only if you are ordering Interlata Service.)

- **Burst Limited** to OTM Network PVC Speed and Graceful discard is **OFF**
- OTM Network PVC Speed / Burst capability = (Be + Bc)

New Service

OTM Network PVC Speed _____ K/Mbps Be= _____ K/Mbps Bc= _____ (AT&T CIR K/Mbps)

Change Existing Service

Circuit ID _____ Change the following Change from Change to

OTM Network PVC Speed _____ _____

Be _____ _____

Bc _____ _____

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Section 6

Customer Site Information

Office _____

Building _____

Floor _____ Room _____

Street _____

City _____

Zip Code _____

Contact _____ Telephone Number _____

Local telephone number at the location _____
(If not the same as the contact telephone number)

Access Hours _____ Access Days _____

Jack Interface _____

Additional wiring required to extend demarc Yes No

Name of Vendor to extend demarc _____

Driving Instructions if located on a highway or rural route (give as much detail as possible)

Remarks

Note to wiring vendor: Total charges for this order should not exceed \$2,500.

Note to AT&T: Wiring charges should be billed to 225 M19-4475 and should not exceed \$2,500.

Fax the form to OTM at 225-342-7372.

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