

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**

BellSouth Master Billing No. \_\_\_\_\_ 225 M14-0411 Agency Frame Account  
(to be assigned by OTM) \_\_\_\_\_ 225 M14-6188 LaNet Frame Account

**BellSouth 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](http://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= \_\_\_\_\_ (BellSouth 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)

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Remarks

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

Note to BellSouth: 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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