

Louisiana Office of Telecommunications Management

AT&T Metro Ethernet Service Order Form (OTM-38)

OTM Order Number _____
(To be assigned by OTM)

page 1 of _____

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

AT&T Master Billing No. _____
(To be assigned by OTM)

AT&T Service Requested

Action Required (check appropriate boxes)

New Install Select site: Primary or Remote

Change Existing In Move/Move Disconnect

If this is an existing service, indicate circuit ID and earning number.

Circuit ID _____

Earning Number _____

Fill in appropriate information.

From _____ NPA _____ NNX To _____ NPA _____ NNX

These are the standard customer requirements for fiber optic-based services. The customer is responsible for providing the following:

- (1) suitable pathways (conduit, raceway, etc.),
- (2) electrical power for electrical equipment that may be used, and
- (3) space in the common telecom room at the customer's premise.

These requirements must be met in order to ensure timely service provisioning.

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Service Required (check appropriate boxes)

Basic Ethernet Service (select speed)

10 Mbps 100 Mbps 1000 Mbps

Dedicated Ethernet Service (select speed)

100 Mbps 1000 Mbps

Premium Metro Ethernet Service (select speed and mode)

Speed

10 Mbps 20 Mbps 50 Mbps 100 Mbps 250 Mbps 500 Mbps

Mode

Fixed Connection Burst Connection

Premium Options for Network (select appropriate options)

Priority Plus Q Forwarding Metro Ethernet Reporting

Mileage Component (select appropriate mileage)

0 mi - 10 mi > 10 mi - 25 mi > 25 mi - 35 mi > 35 mi - 50 mi

Interface (select appropriate box)

120V AC-Powered Electrical Interface 48V DC-Powered Electrical Interface
 120V AC-Powered Single Mode Optical Interface 48V DC-Powered Single Mode Optical Interface
 120V AC-Powered Multimode Optical Interface (Standard) 48V DC-Powered Multimode Optical Interface

If this is a change to existing service, select the appropriate box and fill in the information:

Basic Metro Ethernet Dedicated Metro Ethernet Premium Metro Ethernet
Port Speed Change from _____ to _____

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Metro-E Switch Information

Office _____

Building _____

Floor _____ Room _____

Street _____

City _____

ZIP Code _____

Contact _____ Telephone Number _____

Local number at the location _____
(if different from the contact's number)

Access hours _____ Access days of week _____

Driving instructions, if located on a highway or rural route

Remarks

**Louisiana Office of Telecommunications Management
AT&T Metro Ethernet Service Order Form (OTM-38)**

OTM Order Number _____ page _____ of _____
(To be assigned by OTM)

Customer Site Information

Office _____

Building _____

Floor _____ Room _____

Street _____

City _____

ZIP Code _____

Contact _____ Telephone Number _____

Local number at the location _____
(if different from the contact's number)

Access hours _____ Access days of week _____

Additional wiring required to extend demarc? Yes No

Name of vendor to extend demarc _____

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

Driving instructions, if located on a highway or rural route

Remarks

**Save the form in Microsoft Word. Email a copy of the SAVED form to
lois.williams@la.gov and debbie.kelly@la.gov
Or, you can fax the signed form to OTM 225-342-7372.**