**Point-To-Point Circuit Order Form (TEX-AN)**

Before ordering service go to: <https://dir.texas.gov/communications-technology-services/tex-voice-and-data-vendor-contracts> and review the contracts and pricing. Call 877-472-4848 Option 4 for assistance.

Customer agrees to abide by the applicable terms and conditions of the vendor’s communications technology services agreement and the related customer services agreement for the services. (This box must be checked for order issuance.)

Send completed order form with the vendor price quote to: [telecom.solutions@dir.texas.gov](mailto: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 |
| Expedite Request | No  Yes**\*** If yes is checked, customer agrees to pay any expedite charges. | | |

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| 2) Type of Request – Select One |
| Install New Circuit – Go to Section 3 |
| Change Existing Circuit CKR Click here Circuit ID Click here  Explain the change you are requestingClick here |
| Other – Explain in Section 7 Remarks |
| To disconnect a circuit, use the Disconnect Circuit Order Form found here:  <https://dir.texas.gov/resource-library-item/disconnect-circuit-order-form> |

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| 3) Provider | | |
| AT&T DIR-TELE-CTSA-002 | | Charter DIR-TELE-CTSA-009 |
| CenturyLink (Lumen) DIR-TELE-CTSA-004 | | Comcast DIR-TELE-CTSA-010 |
| Granite DIR-TELE-CTSA-012 | | NWN DIR-TELE-CTSA-014 |
| Verizon DIR-TELE-CTSA-015 | | Windstream DIR-TELE-CTSA-016 |
| Term Agreement | No Term  12 months  24 months  36 months  Other Click here | |

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| 4) Circuit Information – New Install | | |
| T1 Framing Format | D4/AMI  B8ZS/ESF (Extended Superframe) | |
| NRS | No  Yes\* \*If yes, enter the CO address in Location 2 Section | |
| Circuit Type | DS-0  T-1  DS-3  OC-3  OC-12  OC-48  56/65KB 1.5 MB 45 MB 155MB 622MB 2,488 MB | |
| Handoff Type for OC3 or OC12 | | 2 Fiber  4 Fiber |
| Fiber Type for OC3 or OC12 | | Single-mode Fiber  Multi-mode Fiber |
| Fiber Type for OC3 or OC12 | | SC (preferred)  LC |

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| 5) Location 1 – Address and Contact Information | | | | | | | | |
| Location Name | Click here | | | Building Name/Number | | | Click here |
| Street Address | Click here | | | City, State, ZIP | | Click here | |
| Cross Street – Street names of nearest intersection | | | Click here | | | | | |
| Floor and/or Room Number | | | Click here | | | | | |
| Provide Primary and Alternate Contacts for Location 1 where the service is being installed or changed. | | | | | | | | |
| 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 | | |
| Access Speed | Click here | Port Speed | | | Click here | | |
| If this end of the circuit will terminate in a customer-owned facility such as a DS-3 or mapped to an NRS, provide the following: | | | | | | | |
| System (CLLI) Click here Channel Click here Circuit ID Click here | | | | | | | |

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| 6) Location 2 – Address and Contact Information | | | | | | | | |
| Location Name | Click here | | | Building Name/Number | | | Click here |
| Street Address | Click here | | | City, State, ZIP | | Click here | |
| Cross Street – Street names of nearest intersection | | | Click here | | | | | |
| Floor and/or Room Number | | | Click here | | | | | |
| Provide Primary and Alternate Contacts for Location 2 where the service is being installed or changed. | | | | | | | | |
| 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 | | |
| Access Speed | Click here | Port Speed | | | Click here | | |
| If this end of the circuit will terminate in a customer-owned facility such as a DS-3 or mapped to an NRS, provide the following: | | | | | | | |
| System (CLLI) Click here Channel Click here Circuit ID Click here | | | | | | | |

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| 7) Remarks –Provide any special requests and additional information. |
| Click here |