**Satellite 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

|  |
| --- |
| 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. |

|  |
| --- |
| 2) Type of Request – Select One |
| [ ]  Install [ ]  Change [ ]  Disconnect [ ]  Other – Explain in Section 6 Remarks |
| If change, explain the change you are requestingClick here |

|  |
| --- |
| 3) Provider |
| [ ]  Hughes DIR-TELE-CTSA-007 |

|  |
| --- |
| 4) Location – 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/Room# and wall for termination point | Click here |
| Provide Primary and Alternate Contacts for the Location where the service is being installed. |
| 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 |

|  |
| --- |
| 5) FSS Service Type |
| [ ]  Dedicated Burstable/Shared Network [ ]  Single channel Per Carrier (SCPC) [ ]  Burstable/Shared |
| FL Data Speed Maximum/Minimum | Click here |  [ ]  New [ ]  Change |
| RL Data Speed Maximum/Minimum | Click here |  |
| Term | [ ]  5 days/Month [ ]  10 day/Month [ ]  Monthly | Length of Service | Click here |
| Requested Service Commencement Date | Click here |
| CIR Requested | [ ]  No [ ]  Yes | Number of CIR Blocks | Click here |
| GPS Coordinates for Remote Site | Click here |
| Customer Equipment |
| Antenna | Click here | Model | Click here | Size | Click here |
| Manufacturer |
| BUC Manufacturer | Click here | Model | Click here | Size | Click here |
| LNB Manufacturer | Click here | Model | Click here |
| Modem Manufacturer | Click here | SerialNumber | Click here | Software Version | Click here |
| Diplexer | [ ]  Co-Pol [ ]  Cross-Pol | Network Name | Click here |
| IFL Cable | Type Click here Length Click here |
| Satellite | [ ]  Ku-band Teleport Click here Net Mask Click here [ ]  New [ ]  Change |

|  |
| --- |
| 6) Remarks –Provide any special requests and additional information. |
| Click here |