WaTech
Washington Technology Solutions

Network Services Customer Request Form for WAN New / Change / Disconnect

Save and submit Form

Use this form to create target requirements for your needs. You can use this information in all stages of your communications and planning. Demographics: In the following table, enter the information that you need in order to create a profile for your requirement.

Agency/ ORG Name _____ Agency # _____ Account # _____

Requestor Name _____ Phone _____ E-Mail _____

Site / Circuit Info Section

Please choose request type _____ Capacity requested _____

Site Name or WaTech provide? _____

Existing Service Address _____

And / OR

New Service Address (if applicable) _____

Agency Site Contact Name _____ Site Contact Phone # _____

Site contact Email Address _____

Building ownership _____ Building Contact Info _____

Building owner requirements?: (I.E. vault placement, conduit restrictions, exterior limitations, wall or roof penetration requirements) Please add notes in comments below. _____

How long do you expect to be at this location? _____ Termination Node: _____

If this is a leased location, when does the current lease expire? _____

Do you know if any other State Agency is in this location? _____ If yes, Who ? _____

WaTech to extend DEMARC? _____ If yes, please give detailed info of extension to location in "COMMENTS" below or attach drawing if possible.

Number of concurrent Users at (or Expected) for Site? _____

COMMENTS: Do you have any special considerations or instruction we need to be aware of for this request (such as time frame to install or end of budget cycle)?

By submitting this request any allocated agency should be aware that if this request falls under the allocation model that the following will apply:
(1) WaTech standard term is two years. The customer will be responsible for any early termination fees which will be billed to the requesting agency.
(2) Some costs are not covered under the agency allocation model and will be quoted and billed to the customer. (Examples might be: NRC's over $5000; Backup connections; Disaster Recovery connections; etc)
(3) To have the circuit extended beyond the site DEMARC, you must supply specific information such as a drawing or floor plan that indicates the location of circuit delivery within the building (Example: Building #, Floor #, Room # and location within room).

For questions regarding this form please contact the WaTech Support Center at (360) 407-9100 or E-Mail to support@watech.wa.gov