

**Louisiana Office of Telecommunications Management
SMARTRing Service Order Form (OTM-13)**

OTM Order Number _____
(To be assigned by OTM)

page 1 of _____

Agency Cost Center Number _____ Due Date Requested _____
Department _____ Prepared By _____
Office _____ Date Prepared _____
Local Contact-Cust Node 1 _____ Local Contact-Cust Node 2 _____
Telephone Number _____ Telephone Number _____
Email Address _____ Email Address _____

TC Approval _____

BellSouth Master Billing _____
(To be assigned by OTM)

OTM FlexServe No. _____
(To be assigned by OTM)

BellSouth Service Requested—Ring Level Detail

Action Required (check appropriate boxes)

New Install Change Existing Move Disconnect

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

Circuit ID _____

Earning Number _____

Type/Size Ring OC3 OC12 OC48

Service Required (check appropriate boxes)

Add Disconnect

Customer Node on Ring

Complete Customer Address _____

Location information _____

Central Office Node on Ring

Central Office Address _____

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Changes to Existing Circuits (check appropriate boxes)

Move circuit ID _____ to go from location _____
to location _____ on STS Timeslot _____

New circuits to ride the ring

Type DS1 DS3 PRI OC3 Quantity _____

From node _____ to node _____ on STS Timeslot _____

BellSouth Service Requested—DS3 Level Detail

Action Required (check appropriate boxes)

Add DS3

Number of DS3s 28 Channel System* FlexServe Channelized

New Circuit IDs _____

Disconnect DS3

Number of DS3s 28 Channel System* FlexServe Channelized

Existing Circuit IDs _____

Earning Numbers _____

*When adding/disconnecting a megalink to an existing DS3 or 28 channel system, the connecting facility assignment information should be sent on [OTM-12 Circuit Order Form](#) along with this form.

Fax the signed form to OTM 225-342-7372.