

**Louisiana Office of Technology Services Network Services
Hosted Voice Service (HVS) New Service Order Form (NS-60)**

General Information

Date _____ Requested Due Date¹ _____
GL Number _____ TC Submitting Request _____
Agency/ Division _____ TC's Telephone Number () _____
Department _____

Order Information

Order Contact _____
Order Contact Telephone Number () _____
Order Contact Email Address _____

User Information

User Name _____ Address/Bldg/Floor _____
E-mail Address _____ City and Zip Code _____
Telephone Number or NEW () _____ Room/ Cubicle _____
PC/ Blue Jack ID Number _____ PC Inventory Tag Number _____

IT Information

Agency IT Contact Name _____
IT Contact Telephone Number () _____
Is there an active PC data jack for this user? Yes No ***

*** If No, check below to acknowledge. Complete an NS-25 Data Dial Tone Service Order Form and submit it to networkorders@la.gov to have the data port activated or a new jack installed.

TC Acknowledge A Data Dial Tone Service Order Form will be submitted to OTS-NS for this user.
Note: See <https://www.doa.la.gov/doa/ots/policies-and-forms/> for OTS Network Services forms

Equipment Information

Aastra Set Quote required: Basic 6863i Business 6867i M685i Add-On-Button Module

Other: _____

Service Information

HVS Services Needed:
Premium Package is required for each user (Package includes Voice Mail (VM) and Caller ID)

Options:
 International Long Distance 1+LD (Long Distance) Fax to Email Unified Messaging (UM) E-mail Notification UM Email Delivery of .wav file Second Line

¹ Allow 6-week interval if porting an existing phone number to HVS. New phone numbers do not require the porting delay.

