

**Instructions for Louisiana State Government Centrex Service Order Form (NS/S-2)
(Rev. 03/16)**

This form is used for ordering Centrex service in locations where Centrex service is available. This may include new installations, moves, software changes, and disconnections.

- TC Approved** Signature of the telecommunications coordinator.
- Page__ of __** Page number of the order and total number of pages to the order.
- AU Number** Accounting unit number to which the services are to be billed.
- Due Date** Date service desired.
- Dept/Agency** Department and agency requesting the service.
- Prepared By** Name of person preparing the order.
- Office** Office requesting the service.
- Contact** Person OTS NS may contact regarding the service order. If possible, this should be someone located at the site where services are being provided. This contact person will also be the person contacted by OTS NS to verify that the service order has been completed.
- Location** Street address where service is to be rendered. If no address is available, describe the physical location. Include floor and room or suite numbers. If the agency is located in a single-floor building indicate floor one (1).
- Tel. No.** Telephone number of the contact person.
- Email** Email address of the contact person.
- 2nd Contact** Second person OTS NS may contact regarding the order.
- Tel. No.** Telephone number of the second contact person.
- Email** Email address of the second contact person
- User** Person who will be the primary user of services to be provided.
- Room No.** Room number where service is to be provided.
- Telephone Number** Telephone number being serviced. Leave this space blank if ordering a new telephone line. OTS NS will provide the new telephone number.
- AU Number** Billing account unit number where service is to be located.
- Features** Check any feature that is to be added or deleted. Disregard the codes listed by the features.
- Remarks** Any additional information about the telephone line being serviced.
- Recap** List the telephone numbers in a call pickup group or hunt sequence. Doing this will help to avoid confusion when writing up large orders containing these features.
- BTN** For OTS NS use only.
- NSS-2B** This is the continuation form to be used when ordering Centrex services. It can be completed for additional Centrex lines

requested.

Page__ of __ Page number of the order and total number of pages to the order.

User Person who will be the primary user of services to be provided.

Room No. Room number where service is to be provided.

Telephone Number Telephone number being serviced. Leave the space blank if ordering a new telephone line. OTS NS will assign the new telephone number.

AU Number Billing accounting unit number where service is to be located.

Features Check any feature that is to be added or deleted. Disregard the codes listed by the features.

Remarks Provide any additional information about the telephone line being serviced.

Submit the completed form to voiceorders@la.gov.