

Instructions for Metro DWDM Order Form (OTM-53)(10/2013)

For assistance in completing the form, contact OTM Advanced Services at 225-342-0003 or 225-342-7751.

OTM Order Number For OTM use only.

SECTION 1—GENERAL INFORMATION

Agency Cost Center Number	Billing cost center number to which the services are billed.
Due Date Requested	Date service desired.
Department/Office/Section	Department requesting the service.
Date Prepared	Date the form is prepared
Primary Technical Contact (PTC)	Technical person on site to contact.
Alternate Technical Contact (ATC)	Alternate technical person on site to contact.
PTC Telephone Number	Telephone number of the primary technical contact.
ATC Telephone Number	Telephone number of the alternate technical contact.
PTC Email Address	Email address of the primary technical contact.
ATC Email Address	Email address of the alternate technical contact.
Telecommunications Coordinator Approval	Signature of telecommunications coordinator (TC).
CenturyLink Master Billing Number	For OTM use only.

SECTION 2—CONNECTION INFORMATION

Service Requested	Indicate type of service requested
Request Connection Between	Specific datacenters (ISB, DPS, LSU) to be connected with this order.
Quantity	Indicate the number of routes requested
Request Connection Type/Protocol	Specific connection type (Refer to OTM Catalog of Services types available).
Remarks	Additional information relevant to this order. Please consult with OTM prior to placing the order should there be any questions.

Submit the completed form by email to dataorders@la.gov.