

## Delivery and Installation Form

1. After you have placed your order and received a Case Ticket # for your order ITS, please enter the information below using your keyboard.
2. Click on the print button to display your print dialog box and print form.
3. Fax this form to ITS at 2-2300 attention Melanie Rellinger.
4. You will receive confirmation on your decisions, as well as a tentative timeline from ITS.

**Case Ticket #** \_\_\_\_\_

**Name** \_\_\_\_\_

**Department** \_\_\_\_\_

**Configuring** A standard University image will be installed. See list of software at: [www.bgsu.edu/downloads/cio/file9365.pdf](http://www.bgsu.edu/downloads/cio/file9365.pdf)

<b>Options</b>	<b>Yes</b>	<b>No</b>
<b>Installing other Software</b>		
ITS preloads additional University-owned software application(s). See list at: <a href="http://www.bgsu.edu/downloads/cio/file9367.pdf">www.bgsu.edu/downloads/cio/file9367.pdf</a>		
ITS preloads department-owned software application(s). See form at: <a href="http://www.bgsu.edu/downloads/cio/file9338.pdf">www.bgsu.edu/downloads/cio/file9338.pdf</a>		

**Delivery** ITS delivers equipment to Department specified location (If "NO", department arranges to pick up equipment from ITS.)

**Installation** ITS installs equipment to Department specified location (If "NO", department arranges to pick up equipment from ITS.)

**Location Information for Delivery/Installation**

**Building** \_\_\_\_\_

**Room #** \_\_\_\_\_

**Is there a network connection in this location?**

Yes                      No                      Not Sure