

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 2-7723 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

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

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