



faces not numbers



HOSTED VOIP ORDER FORM

By signing this form you agree to our terms and conditions
 For full details of our terms and conditions please visit www.adept-telecom.co.uk

ORDER DETAILS – Customer:

Site Details

Number of Sites:	
Site Name:	
Site Address:	
Post Code:	
Site Contact Name:	
Site Contact Number:	

Multiple Sites require a Hosted Form per Site

ORDER DETAILS - Equipment Requirements

* Delivery charges will apply for sending equipment to site. This will vary according to weight.

Description	Qty	Description	Qty
Cisco SPA 502g + Pre Configuration		Polycom IP331 + Pre-Configuration	
Cisco SPA 508g + Pre Configuration		Polycom Spare PSU	
Cisco SPA 525g + Pre Configuration		Desktop Switch – 8 Port	
Cisco/Linksys PSU for SPA Series		PoE Switch – 4/4 8 Port	
Analogue Terminal Adaptor (ATA)		PoE Switch – 8/8 16 Port	
		Router: 4 Port Hardwired	

ORDER DETAILS - Number Management

New Number Allocation	Qty	Geographic Number Import	Qty
Total number of VoIP DDI numbers		Amount of Single Number (PSTN)	
Amount of Non Geographical e.g. 08		Amount of Multi-Line, ISDN, DDI Range	
List Area Code(s) required:		List the Numbers to be imported:	

ORDER DETAILS - User / Feature Licenses

Hosted VOIP Core Monthly Licenses	Qty	Hosted VOIP Core Monthly Licenses	Qty
Hosted VoIP Basic		Hosted VoIP Premium incl voicemail	
Hosted VoIP Standard		Hosted VoIP Premium Plus incl toolbar	
Hosted VOIP Optional Monthly Licenses	Qty	Hosted VOIP Optional Monthly Licenses	Qty
Busy Lamp Field		Shared Call Appearance	
Mobile Office Desktop Softphone		Reception Console	
Mobile Office Smartphone		Voicemail*	



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Toolbar		Hot Desking	
Hunt Group Plus*		Call Recording	
Auto Attendant*			

* Requires a DDI number

ORDER DETAILS - Configuration

User Info	First Name	Last Name	Hunt Group Member
User 1			Y / N
User 2			
User 3			
User 4			
User 5			
User 6			
User 7			
User 8			

Hunt Group

Hunt Group Name:

Hunt Group Distribution Method:

All users will be included in hunt group unless otherwise specified above

Auto Attendant

Auto Attendant Name:

Opening Message: e.g.: Welcome to AdEPT Telecom, one of the UK's leading com's integrators, press 1 for service ect

Option Name: 1 -5
e.g. Sales, Accounts

Option Name: 6 - 10

1 -

6 -

2 -

7 -

3 -

8 -

4 -

9 -

5 -

10 -

Indicate Required Destination

e.g. Opt 1 = User 1 to 3, Opt 2 = User 4, Opt 3 User 2 to 4, Opt 4 = Hunt Group, User 1 & 4 ect

Option 1		Option 6	
Option 2		Option 7	
Option 3		Option 8	
Option 4		Option 9	
Option 5		Option 0	

Additional Configuration Notes

ORDER DETAILS – Network Connectivity

VoIP for BUSINESS requires either a dedicated data connection or 'class of service' on your data network

Please supply PSTN number for ADSL	CLI:	
New PSTN for ADSL required?	Y	If yes, complete Service Addition Form PSTN below



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Broadband DSL	Qty	Broadband Fibre	Qty
ADSL2+ (20mb) / Max (8mb) PAYG 5Gb usage		40mb FTTC broadband 2mb up	
Annex M (20mb/2.5mb) PAYG 5 Gb usage		40mb FTTC broadband 10mb up	

Signature

By signing, this is an addition to your master service agreement and you agree to our terms and conditions and charges for the requested order. For full details of our terms and conditions, and prices please visit www.adept-telecom.co.uk.

Name:	Signed:	Date:
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Service Addition Form PSTN Line

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Company Name:	Customer Account No:
Contact Name:	Business Partner:
Contact No:	Contact No:
Email:	Email:

Company address *(must include full address details including postcode):*

Line Rental Only

Site Contact Telephone Number	
Contact Email Address	
Install notes (e.g. install in ground floor comms room)	

By signing, this is an addition to your master service agreement and you agree to our terms and conditions and charges for the requested order. For full details of our terms and conditions, and prices please visit www.adept-telecom.co.uk.

Signed:	Print Name:	Date:
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