





**Page 3 Please complete one copy of this page for each store location!!!**

Store/Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Name of contact person this site \_\_\_\_\_  
 Building is... Owned / Leased... Lease termination date \_\_\_\_\_  
 Current number of computer workstations this site \_\_\_\_\_  
 Planned number of computer workstations this site \_\_\_\_\_  
 Existing Netware /WinNT file server this location ? Yes/No Ver. \_\_\_\_\_  
 Long distance phone call to main store location ? Yes/No \_\_\_\_\_  
 Distance to main store \_\_\_\_\_ miles / Drive time \_\_\_\_\_ hrs \_\_\_\_\_ min  
 Ceiling height downstairs \_\_\_\_\_ ft. Upstairs \_\_\_\_\_  
 Suspended ceiling downstairs? Yes/No Upstairs? Yes/No  
 Is network cabling installed and properly terminated? Yes / No  
 Is existing network cabling Cat3, Cat5 or Coax? \_\_\_\_\_  
 Network hub installed Yes / No Mfg \_\_\_\_\_ Model \_\_\_\_\_  
 How many ports are in your existing network hub ? Total \_\_\_\_\_ Used \_\_\_\_\_  
 Interior wall construction: Hollow dry-wall? Yes/No Cinder Block? Yes/No Other \_\_\_\_\_  
 Height of available ladders? a. \_\_\_ ft. b. \_\_\_ ft. c. \_\_\_ ft.

**Please attach a floor plan of each of your facilities as it is to be configured.**

NOTE: Floor plans to include the location of the following items...

- Computer network data jacks
- Analog telephone jacks for FAX, credit card machine, modems, etc.
- Workstation computers including users name
- File Server computer
- Computer wiring and telephone equipment wiring closet(s)
- Printers identified by model number

**WAN Service Provider:**

Company Name \_\_\_\_\_  
 Customer Service Phone Number \_\_\_\_\_  
 Technical Support Phone Number \_\_\_\_\_  
 Local Access Phone Number ( ) \_\_\_ - \_\_\_\_\_  
 Type of service POTS Dial-Up ISDN DSL FT1/T1 Frame Relay, Speed \_\_\_\_\_  
 Circuit ID# \_\_\_\_\_

DESCRIPTION	PHONE NUMBER w/AREA CODE
Voice Line #1	
Voice Line #2	
Number to dial & outside line	
FAX	
Computer Modem/Data line #1	
Computer Modem/Data line #2	
Credit Card Verification line	
After Hours Voice Line	

**CURRENT NETWORK BUSINESS APPLICATIONS:**

Application Name	Version	Continued Use

**FACILITY PREPARATIONS:**

File server site requirement availability.

Worksurface / desktop (5ft. x 36inches minimum) \_\_\_ Yes / No

Dedicated 115VAC power line w/3<sup>rd</sup> wire ground \_\_\_ Yes / No

Admin workstation site requirement availability.

Worksurface / desktop (5ft. x 36inches minimum) \_\_\_ Yes / No

Analog telephone jack adjacent workstation \_\_\_ Yes / No





**Travel :**

Nearest commercial airport

Airport Name \_\_\_\_\_

City Name \_\_\_\_\_

**COMMUNICATIONS:**

Will you require remote access to the network such as dial-in from a computer at home to your business network? \_\_\_\_\_ Yes / No

Will remote access to the network be required during business hours or after hours only?

Business Hours \_\_\_\_\_ Yes / No (Number of hours per day \_\_\_\_\_ hrs. )

After Hours \_\_\_\_\_ Yes / No

***When complete, please FAX to Access Computers 770-242-8188  
For any questions on completing this form please phone  
770-242-3001 or 877-242-3001.***