


INTRODUCTION

This document will ensure that you have done everything you need to have your server successfully installed at UKShells. Please complete each task and tick the box, then place a copy into the package with your server when you send it to us.

YOUR HANDY CHECKLIST

<i>Tick the box when complete</i>	[✓]
I understand my IP addresses from UKShells will be assigned on return of this checklist	[]
My server will be configured with the correct subnet mask and default gateway relating to the IP range assigned	[]
My server will power up when plugged in	[]
My server will power up when power is removed and reconnected	[]
My server will boot without a keyboard or mouse attached	[]
My server is certified as electrically safe or is new	[]
Customers who have NOT opted for the Comfort Installation 	
I have supplied a rj45-rj45 network patch cable of 3m length	[]
I have supplied a 3m IEC 320 C13 power cable (as per illustration)	[]
I understand that this is an ongoing service and that I can terminate up to 30 days before renewal	[]
I give authority to bill the below card every quarter in advance of service at a cost of £150	[]
I give authority to bill the below card for any additional bandwidth charges I incur	[]
I understand that if any information is incorrect there will be a remote hands charge to correct it	[]
Card Number _____ Start Date ____ / ____ [MM / YY] Expiry Date ____ / ____ [MM / YY] Switch Issue Number ____ (only for Maestro cards) Name printed on card _____ Signature _____	[]

WHAT DO I DO NEXT

1. Complete the above checklist and credit card information
2. Sign the lines below and complete the Service Agreement

Your Name _____

Company _____

Signature _____

SEND THIS DOCUMENT AND THE SERVICE AGREEMENT WITH YOUR SERVER!