



Request No. _____

Backup (Tape Changes) Request Form

Date: _____

Data Centre Location: Please put "ü" to the appropriate box

One (Kwun Tong)
 Jumbo (Tsuen Wan)
 Mega (Chai Wan)

Company Information

Company Name _____	Customer Code _____
Requested by Authorized Person Name: _____	(Must be same as HK ID Card / Passport)
English Name: _____	(If any)
Email: _____	Tel: _____

Service Information

- Daily Backup** YES / NO (daily backup = 365 days of whole year)
- Weekly Backup** SUN / MON / TUE / WED / THU / FRI / SAT (pls circle the appropriate day)
- Monthly Backup** _____ (pls write down the date for Monthly Backup, eg. 1st or 16th or end of the month)
- Special Day Backup** _____ (pls write down the date for special day backup, eg. 31-12-2000)

Remarks :

(The Priority of the Backup (Tape Changes) Services is : Special Day > Monthly > Weekly > Daily)

Example Month (please fill in the Volume Serial to show a sample of a monthly pattern)

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Notes : The standard timeframe for making backup tape changes is between **(22:00 and 01:00)** (i.e. Tuesday tape will be loaded onto the tape drive between 22:00, Monday and 01:00, Tuesday)

Authorized Signature / Company Chop : _____

Please fax back or email to our Customer Service Department
 Hotline: (852) 2208 8800 Fax No. (852) 2505 8047 Email: cs@iadvantage.net

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Date		Date	