



# BUSINESS

**Order Form for Business Markets only**  
**Dedicated high capacity services**

## 1. Customer details

Refer to section 1 in the Guide and Glossary if you have any queries

|                                       |  |                          |            |
|---------------------------------------|--|--------------------------|------------|
| Company name                          | UK Intellectual Property Office (UKIPO)                                | Customer PO number       | PO-3003035 |
| Company Reg. no                       |  | Existing account number* |            |
| Correspondence address                | UK Intellectual Property Office, Concept House, Cardiff Road           |                          |            |
| Town                                  | Newport  | Postcode                 | NP10 8QQ   |
| Contact name                          |  | Phone                    |            |
| Invoice address (if diff. from above) | Payables, UK Intellectual Property Office, Concept House, Cardiff Road |                          |            |
| Town                                  | Newport  | Postcode                 | NP10 8QQ   |
| Contact name                          |  | Phone                    |            |
| Account Manager name                  |  | Phone                    |            |
| Customer Project Manager name         | n/a  | Phone                    |            |

Note: \*Only add 'existing account number' for customers that take other Virgin Media Business services.

## 2. Installation details

Refer to section 2 in the Guide and Glossary if you have any queries

|   |         |          |                 |
|---|---------|----------|-----------------|
| A-end   |         |          |                 |
| Installation address UK Intellectual Property Office, Concept House, Cardiff Road           |         |          |                 |
| Town  | Newport | Postcode | NP10 8QQ        |
| Floor   |         | Room     | As per existing |
| Contact name  | n/a     | Phone    | n/a             |
| Do you have any existing Virgin Media Business services (excluding xDSL) at this property*? |         |          |                 |
| Please Select   |         |          |                 |
| B-end   |         |          |                 |
| Installation address Companies House, Crown Way   |         |          |                 |
| Town  | Cardiff | Postcode | CF14 3UZ        |
| Floor   |         | Room     | As per existing |
| Contact name  | n/a     | Phone    | n/a             |
| Do you have any existing Virgin Media Business services (excluding xDSL) at this property*? |         |          |                 |
| Please Select   |         |          |                 |

\*If 'NO' should Virgin Media Business service not exist at the installation address it may be necessary to carry out cabling work into the building. Please complete a wayleave questionnaire to identify the most appropriate procedure and to help ensure the efficient installation of the service. Once the additional information has been received and assessed we can determine an appropriate installation date.

## 3. System requirements

Refer to section 3 in the Guide and Glossary if you have any queries

|   |            |                    |                                      |
|---|------------|--------------------|--------------------------------------|
| Order type*                                 | Amend      | Select system size | Small                                |
| Resilience required?                        | No         | Resilience type    | Single interface - Provider switched |
| Out of band management required?            | No         |                    |                                      |
| Additional out of band management required? | No         |                    |                                      |
| Customer required date**                    | 07/02/2018 |                    |                                      |

\*\* Note: If this is an amendment to an existing service, please provide circuit number(s)/reference/telephone number(s) in the 'additional information' section.

\*\*Note: This date will give an indication of your requirements. However, Virgin Media Business work to standard target lead times, please contact us for details. The delivery date will be confirmed following acceptance of the completed order form and will be subject to survey.



# BUSINESS

Order Form for Business Markets only  
Dedicated high capacity services

## 4. Circuit requirements

Refer to section 4 in the Guide and Glossary if you have any queries

| Service protocol and speed            | Required?       | Client interface*    | Service connector* | Quantity |
|---------------------------------------|-----------------|----------------------|--------------------|----------|
| <b>Ethernet services:</b>             |                 |                      |                    |          |
| 10Gbit/s Lan Phy                      | Please Select ▼ | Please select ▼      | Please Select ▼    | 0        |
| 10Gbit/s Wan Phy                      | Yes ▼           | 1310nm Single Mode ▼ | LC ▼               | 1        |
| 1Gbit/s Ethernet                      | Please Select ▼ | Please select ▼      | Please Select ▼    | 0        |
| <b>SDH services:</b>                  |                 |                      |                    |          |
| STM-64                                | Please Select ▼ | Please Select ▼      | Please Select ▼    | 0        |
| STM-16                                | Please Select ▼ | Please Select ▼      | Please Select ▼    | 0        |
| STM-4                                 | Please Select ▼ | Please Select ▼      | Please Select ▼    | 0        |
| STM-1                                 | Please Select ▼ | Please Select ▼      | Please Select ▼    | 0        |
| <b>Storage area network services:</b> |                 |                      |                    |          |
| 10Gbit/s fibre channel                | Please Select ▼ | Please select ▼      | Please Select ▼    | 0        |
| 8Gbit/s fibre channel                 | Please Select ▼ | Please select ▼      | Please Select ▼    | 0        |
| 4Gbit/s fibre channel                 | Please Select ▼ | Please select ▼      | Please Select ▼    | 0        |
| 4Gbit/s FICON                         | Please Select ▼ | Please select ▼      | Please Select ▼    | 0        |
| 2Gbit/s fibre channel                 | Please Select ▼ | Please select ▼      | Please Select ▼    | 0        |
| 2Gbit/s FICON                         | Please Select ▼ | Please select ▼      | Please Select ▼    | 0        |
| 1Gbit/s fibre channel                 | Please Select ▼ | Please select ▼      | Please Select ▼    | 0        |
| 1Gbit/s FICON                         | Please Select ▼ | Please select ▼      | Please Select ▼    | 0        |
| ESCON                                 | Please Select ▼ | Please select ▼      | Please Select ▼    | 0        |

\*Note: If multiple interface types and or service connectors are needed please supply details in section 7.

## 5. Additional information

Refer to section 5 in the Guide and Glossary if you have any queries

For any further information to help with the order, please write below.

### A-end site

This circuit is already installed on account number [REDACTED]. The customer is extending the contract for a further 3 years. No physical works required. Billing change only. Please see Section 7 : Notes and Comments with regards to bill end date for old rental and bill start date for new rental.

### B-end site

This circuit is already installed on account number [REDACTED]. The customer is extending the contract for a further 3 years. No physical works required. Billing change only. Please see Section 7 : Notes and Comments with regards to bill end date for old rental and bill start date for new rental.

## 6. Associated orders

Refer to section 6 in the Guide and Glossary if you have any queries



# BUSINESS

Order Form for Business Markets only  
Dedicated high capacity services

## 7. Notes and comments

Refer to section 7 in the Guide and Glossary if you have any queries

Contract Extension Billing Change Only.

Note: Nothing written in this box shall vary any provision of the terms and conditions of Virgin Media Business Limited, which shall prevail.

## 8. Billing requirements

Refer to section 8 in the Guide and Glossary if you have any queries

| System circuit details            | Quantity | Installation charge £ | Total installation charge £ | Annual rental charge per circuit £ | Total annual rental charge £ |
|-----------------------------------|----------|-----------------------|-----------------------------|------------------------------------|------------------------------|
| System                            | n/a      | £0.00                 | £0.00                       | £0.00                              | £0.00                        |
| Additional out of band management | n/a      | £0.00                 | £0.00                       | £0.00                              | £0.00                        |
| Ethernet services:                |          |                       |                             |                                    |                              |
| 10Gbit/s Lan phy                  | 1        | £0.00                 | £0.00                       |                                    |                              |
| 10Gbit/s Wan phy                  | 0        | £0.00                 | £0.00                       | £0.00                              | £0.00                        |
| 1Gbit/s Ethernet                  | 0        | £0.00                 | £0.00                       | £0.00                              | £0.00                        |
| SDH services:                     |          |                       |                             |                                    |                              |
| STM-64                            | 0        | £0.00                 | £0.00                       | £0.00                              | £0.00                        |
| STM-16                            | 0        | £0.00                 | £0.00                       | £0.00                              | £0.00                        |
| STM-4                             | 0        | £0.00                 | £0.00                       | £0.00                              | £0.00                        |
| STM-1                             | 0        | £0.00                 | £0.00                       | £0.00                              | £0.00                        |
| Storage area network services:    |          |                       |                             |                                    |                              |
| 10Gbit/s fibre channel            | 0        | £0.00                 | £0.00                       | £0.00                              | £0.00                        |
| 8Gbit/s fibre channel             | 0        | £0.00                 | £0.00                       | £0.00                              | £0.00                        |
| 4Gbit/s fibre channel             | 0        | £0.00                 | £0.00                       | £0.00                              | £0.00                        |
| 4Gbit/s FICON                     | 0        | £0.00                 | £0.00                       | £0.00                              | £0.00                        |
| 2Gbit/s fibre channel             | 0        | £0.00                 | £0.00                       | £0.00                              | £0.00                        |
| 2Gbit/s FICON                     | 0        | £0.00                 | £0.00                       | £0.00                              | £0.00                        |
| 1Gbit/s fibre channel             | 0        | £0.00                 | £0.00                       | £0.00                              | £0.00                        |
| 1Gbit/s FICON                     | 0        | £0.00                 | £0.00                       | £0.00                              | £0.00                        |
| ESCON                             | 0        | £0.00                 | £0.00                       | £0.00                              | £0.00                        |
| Total                             |          |                       | £0.00                       | Total                              | £22,750.00                   |

Minimum contract period

3 Years

Invoiced in advance as specified\*

Annually

Do sites require separate accounts?

No

Bill new service with existing service?

No

Please enter existing account no.

Billing method

Online Billing

Please provide an email address for online billing

Payment method

BACS

Do you require unified billing?

No

If 'yes', please complete details below:

Please enter unified billing account number

Please enter unified billing date

\*Note: If invoicing on a monthly or quarterly basis is selected, an additional charge may be applied.



# BUSINESS

**Order Form for Business Markets only**  
**Dedicated high capacity services**

## 9. Data protection and PR

Refer to section 9 in the Guide and Glossary if you have any queries

Virgin Media Business would like to contact you with details of other products and services that we offer which may be of interest.

Please select if you do not wish to be contacted. ☐

Virgin Media Business would like to pass your details to relevant third parties to enable them to supply you with information about their products and services which may be of interest to you.

Please select if you do not want your information to be passed to third parties for such purposes. ☐

We may ask you to be involved in press releases, promotional material or case studies relating to this agreement.

Please select if you do not wish to be involved. ☐

## 10. Signature and declarations

Refer to section 10 in the Guide and Glossary if you have any queries

Service is provided subject to our standard terms and conditions which have been provided to you.

Standard T&Cs version number

PLEASE NOTE THAT ALL ORDERS ARE SUBJECT TO SURVEY

Customer signature

Date

15.02.18

Print name

Position

Procurement Manager

Virgin Media Business  
Limited signature

Date

Print name

Position

## 11. Internal use only

Does the company name match the name on FORCE?

Please Select

OLO questionnaire attached?

Please Select

Total number of forms with order

Does this replace an existing order?

Please Select

If 'YES', please specify product to be cancelled

Approx. date of original order

Network type

A-en Please Select

B-en Please Select

Region

A-en Please Select

B-en Please Select

AIM<sup>1</sup> number (if applicable)

BPT ref no

Wayleave form attached?

FORCE ID ref

Works order number

Sales sector

Project managed?

Yes

Virgin Media Business Project Manager contact details:

Name

Email

Phone

<sup>1</sup> Appraisal investment model (AIM)

Thank you for your business – we're looking forward to working with you. If you have any questions, we'd love to hear from you. Please call our Customer Services team on 0800 052 0800.

Virgin Media Business Limited. Registered Office: Media House, Bartley Wood Business Park, Hook, Hampshire, RG27 9UP. Registered in England and Wales No. 01785381.

Classification – Confidential

OF-DHCS-0814