

Order form IP revision



athena
let's free your potential

Please use capital letters.
Fill out only the white spaces. Grayed out spaces are reserved for Athena.

Faxed signed to: +45 66 13 93 85

Company name:		CVR-NR:	
Contact person:			
Address:			
Postal code / City:			
E-mail:			
Telephone:		Fax:	
Date/Signature:			

Request Athena IT-Group to change the following:

Old IP:	
New IP:	
Name / Location:	

Solution type:	<input type="radio"/> Rush job (Invoiced DKK 975,-) <input type="radio"/> Normal (Expected completed within 3-5 workhours)
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(Note, that the tasks are carried out monday-thursday 8:30 – 16.00 and friday 8:30 – 14:30)

Completed by Athena				
Completed date:	Completed time:	Completed by:	Contacted by:	Invoice (if any):

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Appendix for firewall form:

(This shall NOT be faxed in)

What should I state under "Port":

Terminalserver / Remote Desktop	3389 TCP
Proxy Master	1505 UDP
FTP	FTP
SSH (Linux + Unix)	22 TCP
Internet HTTP	80 TCP
Internet SSL	443 TCP
Microsoft SQL Enterprise manager	1433 TCP

Help to find your IP adress:

Enter the following website: <http://www.myip.dk>

When inside, you will be able to see your IP address at the top.

If everyone should have acces to e.g. your webserver, you state "any" or "all" under "From IP".

Navn/location:

In this space, enter who is being opened for. If it´s a department abroad, enter the name of the Company. If it´s a home office, the name of the employee should be stated.

Price:

Only rush jobs are invoiced. The price is stated in the form.

"Normal" or "No rush" are not invoiced.

Which spaces to fill out:

All spaces must be filled out except the grayed out at the bottom, which are reserved for internal use.

We also need a valid signature.

Why must I fill out this form:

We have intensified our security protocol regarding who can request, that access to your server is opened.

We also use the documents internally for documentation of, who has requested opening of which port.