PAGE 1 - Section 1 (Contact Information)
*All Fields on this page are REQUIRED.

Contact Information
To be filled out by the representative who will coordinate completion of the order

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Contact Phone</th>
<th>Contact Email</th>
<th>Contact Rm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contact Information is required:
- Name
- Phone number (include area code)
- Email address (must be in proper email format)
- Room

DEPARTMENTAL BUILDING Information
(not required for External Account Requests)
Enter Building and Service Room Info - Incorrect information will delay processing of your order.
NOTE: Begin typing characters in drop-down boxes to narrow the list

<table>
<thead>
<tr>
<th>Service Bldg/Location</th>
<th>Service Room</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

"The lists above are pulled from the FSU Facilities building database"

- Contact Information:
  - Name
  - Phone number (include area code)
  - Email address (must be in proper email format)
  - Room

- Building Information is required:
  - Find contact building in dropdown menu
  - If you do not see your building, or you would like to change the building information permanently in the system for your department, please follow the instructions listed at http://www.fsu.edu/directories/Departments
  - Select the building in which you are requesting service (include room number in box below)
**Billing** Information is required:

- Enter budget number to be used in Recurring or One-Time Non-Recurring
- If you do not include budget information, it WILL delay your order, as orders cannot be processed without accurate budget information
- If this is an estimate request, select the box beside "ESTIMATE ONLY **"
  - Select department in dropdown menu for ESTIMATE ONLY
- If you require an External Account, select your department or company name in the dropdown menu
- If a new External Account (non FSU budget number) needs to be created, please indicate so in the details of work and include the following:
  - Company Name (if not listed or different than dropdown menu)
  - Billing Address Street
  - Billing Address City
  - Billing Address State
  - Billing Address Zip
  - Alternate Contact Name
  - Alternate Contact Phone Number
  - Alternate Contact Email Address

- Upon clicking the "Continue..." button, you will be directed to the next page (If any required fields are empty, an error will be shown).
- The Purchase Order information is auto populated by the budget information that was entered on the first page. This information should be verified for accuracy. If correct, select the button beside the Purchase Order number. If incorrect, select the green “Back to Edit above information” button to edit contact or budget information.

- Upon clicking the "Continue..." button, you will be directed to the next page (If any required fields are empty, an error will be shown).
- **Service** Information is required:
  - Select one or more of the boxes that relates to your request
  - The “Specific Details of Request” box is a space in which you can elaborate on any information you feel will find useful to fulfill your request
  - Enter the answer to the security question before submitting order form
  - **Only select submit one time.** This may take up to two minutes to generate your order number (Or TSR#)
  - Once complete, a copy of the order form will appear on the same page with your details, and a copy will be sent to the email that you provided on the first page.