

**Additional Services Request**

This is an Additional Services Request pursuant to the Data Services Contract ("the DSC") between an organisation who has acceded to the DSC (“the Customer”) and Xoserve Limited ("the CDSP"). The CDSP will process your Additional Services request and may send you an Additional Services Offer in due course.

Please note that this form must be submitted by your DSC Individual Contract Manager ("DSC ICM") to the email below.

**Please send the completed forms to:** [**commercial.enquiries@xoserve.com**](mailto:commercial.enquiries@xoserve.com)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Customer Contact Information** | | | | | |
| Company Name | |  | | | |
| Company Number | |  | | | |
| Requester’s Name & Job Title | |  | Contact Number |  | |
| Email Address |  | |
| Has the above mentioned company signed the Data Services Contract? | | | | Please Confirm | |
| **2. Service Details** | | | | | |
| [Additional](#ChangeProposalInformation) Service Type | | | Please Confirm | | |
| Customer Shortcode(s)  *If you are unsure of this, you can find your shortcode* [*here*](https://www.xoserve.com/media/1431/list-of-organisations-on-uk-link.xlsx) | | |  | | |
| Service Frequency | | | Please Confirm | | |
| Please give a brief description of your requirements | | |  | | |
| Business Benefits for receiving this service | | |  | | |
| **3. Authorisations** | | | | | |
| DSC Individual Contract Manager (ICM) Name | | |  | | |
| Nominated Representative Name and Email Address  *The DSC ICM may authorise the CDSP to discuss and progress the Additional Services Request with the Nominated Representative.* | | |  | | |
| Please confirm the Nominated Representative is authorised to accept any Additional Services Offer made by the CDSP in connection with this Additional Services Request. | | | Please Confirm | | |
| DSC Individual Contract Manager Signature |  | | Date of Submission | |  |