



webvisions

Webvisions Pte Ltd
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<http://www.webvisions.com/>

siteAdmin - Works Order Service Request Form

Date :

(1) Customer Fax Information :

Webvisions Pte Ltd	Company Name :	
From:	To :	
Phone: +65 – 6773 – 9388	Phone :	
Fax: +65 – 6773 – 9389	Fax :	

Please complete the information below (Please Print Clearly) and faxed back to us at your convenience. PLEASE NOTE: an incomplete or illegible form can and will result in a delay of your service request.

(2) Customer Billing Information (Please Print Clearly)

Company Name : _____ **Contact Name** : _____
Email Address : _____ **Company Stamp** : _____
Contact Number : _____ **Fax Number** : _____

Authorization : I Authorised up to () hrs of work on my server (based on the rates listed below).
Payment : Bill to my account Charge to credit card *Visa* *Master*
Card No : _____ **Expiration** : _____
Name on Card : _____

(3) Customer Work Request (Please Print Clearly)

Charges : Non-Emergency \$250/hr (9am – 6pm Mon-Fri SGT) Emergency \$400/hr
Domain Name : _____ **Server ID:** _____
Type of Server : *Windows* – Dedicated / Co-location / Virtual *Unix* – Dedicated / Co-location / Virtual
 Sun – Dedicated / Co-location *Cobalt* – Dedicated / Co-location
Service Requested : Software Install / Configuration System Rebuilt / OS Repair / Re-install Network Configurations
 Others (Please Specify) :

Note: By signing below I understand that I am contracting with Webvisions for the work listed above for a minimum of \$250 or up to the maximum number of hours listed in the "Customer Billing Information". I also understand that turnaround time on a non-emergency work order can take up to 10 (ten business days) to complete. Emergency service constitutes any labour performed after normal business hours or done as a priority during normal business hours. I also understand that Webvisions, its officers, agents or anyone else involved in creating, recreating, producing or distributing Webvisions services for the service rendered, shall be indemnified against any liability whether in contract, tort (including negligence or breach of statutory duty) or otherwise for any direct, indirect, incidental, special or consequential loss or damages (including loss of revenue or profits) that result from the use of or inability to use of Webvisions service; nor shall liability be accepted for that which results from any mistakes, omissions, interruptions, deletion or loss of files, errors, defects, deficiencies, deterioration in quality, incompatibility, unsuitability, delays in operation, or transmission or any failure of performance, whether or not limited to acts of God, communication failure, power failure, theft, destruction, deletion, corruption or unauthorized access to Webvisions records, equipment, programs or services, together with the exclusion of death or bodily injury directly caused by the fault or proven negligence of Webvisions. Webvisions Pte. Ltd. make no warranties of any nature regarding the work request and hereby expressly and disclaims any and all conditions and warranties, expressed or implied, with respect to the item(s), including, without limitation, the implied conditions and warranties or merchantability and fitness for all particular purpose. With the exception of non-payment, neither party may bring any action, regardless of form, arising out of the service rendered more than one (1) month after the cause of action.

Customer Signature: _____ **Date:** _____

Work Completed by: _____ **Date:** _____ **Charge** _____ **Hrs @ \$** _____ **/hr**

Remarks : _____

Job Completion Acknowledgement by Client :

I hereby acknowledged that this above mention Job is successfully carried out by Webvisions Staff and accepted the terms of payment.

Name (Client Rep.)	Acceptance	Date and Signature	Remarks

For Webvisions Use Only :

Received by Sales Department : _____

Acknowledged by Billing Department : _____