

# Manx Telecom ebill Analysis

Customer Requirements Form / Order Form



## 1 Contact Details

### 1.1 Company Details

This will also serve as the approved Billing Address for the One Account

Company name in full:	
Full Legal Company Name: (if different)	
Address:	
Postcode:	
Company Registration Number:	

### 1.2 Technical Contact / ebill Analysis Coordinator

Full Name:	
Job Title:	
Phone Number:	
Fax Number:	
Email Address: (also where new bill alerts will be sent)	

## 2 Service Details

### 2.1 Customer's Own Order Ref (Optional)

Customer Reference:	
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### 2.2 Nominated Accounts

Those accounts nominated to be transferred to a One Account for the ebill Analysis service. Each account to be transferred will have a final bill raised if required, and any future charges will then appear on the ebill Analysis One Account. For the avoidance of doubt this will be a monthly billed account only, and any fixed line rentals will be upgraded to the optimum Manx Telecom "Choice" Tariffs where necessary.

... e.g. 50012345				

### 3 Customer requested transfer date

Please enter the month when you would prefer to start upgrading to ebill:

Date: (dd/mm/yyyy)	
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**Note:** Upon receipt of the customer order form, MT will endeavour to transfer all nominated accounts to a single monthly account, utilising the most suitable (existing) payment method (e.g. Direct Debit), during that billing period. Following the completed transfer MT will endeavour to activate full online billing for the next bill date. This will however depend on the number of accounts to be transferred and the date with which the order was received.

### 4 Order Authorisation and Placement

#### 4.1 Customer Placing Order

I confirm that I am authorised to accept this agreement, have accepted the ebill Analysis Service Description, and wish to place an order to transfer the accounts nominated in Section 2 to the ebill Analysis Service.

Name (Print):	
Position:	
Date:	
Authorised Signature:	

### 5 What to do next

Check that you have completed all the relevant sections and email/post/fax this form to:

**Manx Telecom Corporate Sales  
Isle of Man Business Park  
Cooil Road  
Braddan  
Isle of Man  
IM99 1HX**

Email: [sales@manx-telecom.com](mailto:sales@manx-telecom.com)  
Tel: 01624 624624  
Fax: 01624 636626

*If you have any questions regarding this form, please contact your Manx Telecom Sales Representative.*

#### **Additional account nomination:**

Once you have an existing ebill Analysis account, a new order form will not be required to transfer additional accounts into the service. However we must receive written instruction to transfer the specific accounts – this can be sent to the same contact details as above.