Spok’s Professional Services Request procedures are outlined on the following page. Once the completed Professional Services Request form is submitted you will receive an acknowledgement from a project lead.

***Please note: request forms are accepted only via email at*** ***servicerequest@spok.com***

**Professional Services Request Procedures:**

* Please fill out all of the required information on the form. Be sure to include a detailed description of your request as this will help expedite the process.
* After completing this form please email it to servicerequest@spok.com
* The form will be processed and reviewed by a project lead. Upon review, they may ask for more information regarding your request either via email or a conference call.
* If no further information is needed for your request, the request will be assigned to the appropriate person and/or department for an estimate.
* You will receive a complete estimate and/or a statement of work which will be valid for 90 days.
* Upon approval, please email or fax the signed Order Form Agreement to Spok.
* ***Please allow for at least 2 weeks for Spok to process and launch the signed order form upon receipt before work can begin.***
	+ Fax: 952-230-5510 or email: accountmanagers@spok.com

# Professional Services Request Form

**Please complete the section below and return the form to:** **servicerequest@spok.com**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (MM/DD/YYYY):**  |  | **Customer Number:** |  |
| **Company Name:**  |  |
| **City:** |  | **State:** |  | **Zip:** |  |
| **Contact Name:**  |  |
| **Email Address:**  |  |
| **Telephone Number:**  |  |
| **Spok Salesperson:** |  |
| **Application(s) Affected:**  |  |
| **Software Version:**  |  |
| **Proposed Service Description and References:**Please include any screenshots or supporting documentation. |