

## Customer letter Head

**Memo No.:**

**Date:** DD-MM-YYYY

To  
 The Executive Director  
 Bangladesh Computer Council (BCC)  
 [Attention: Director, National Data Center, Bangladesh Computer Council]

**Subject:** Request to take additional new Request Based Service (VPS/WAF/EIP)

Sir,  
 According to the letter sent on (DD-MM-YYYY), we've already received the NDC provided Request Based Service (**Service Name**) to host our organization application. Due to increased demand and requirement, we need additional (**Service Name**) Service. We've already signed Frame and Service-Level Agreement with BCC (as Government NDC Service Provider) for existing (**Service Name**) Service.

<b>Customer ID: NDC00</b> (for billing team and official purpose)				
1	2	3	4	5
New RBS Requirement	Package Selection	Service Configuration Requirement	Mention the Number of New Service Quantity	Customer Existing Service Name & IP Information
<input type="checkbox"/> VPS Service	<input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Advanced <input type="checkbox"/> Premium	<b>VPS Service:</b> Ubuntu <input type="checkbox"/> 18 <input type="checkbox"/> 20 <input type="checkbox"/> 22 CentOS <input type="checkbox"/> 8.4 Windows <input type="checkbox"/> 2016 <input type="checkbox"/> 2019 Debian <input type="checkbox"/> 10 <input type="checkbox"/> 11 Redhat <input type="checkbox"/> 8.4	<input type="checkbox"/> Basic: ___nos <input type="checkbox"/> Standard: ___nos <input type="checkbox"/> Advanced: ___nos <input type="checkbox"/> Premium: ___nos	
<input type="checkbox"/> Web Application Firewall (WAF) Service	<input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Strict <input type="checkbox"/> Custom		<input type="checkbox"/> Basic___nos <input type="checkbox"/> Standard___nos <input type="checkbox"/> Strict___nos <input type="checkbox"/> Custom___nos	
<input type="checkbox"/> Elastic IP (EIP)[Public IP]	<input type="checkbox"/> Standard		<input type="checkbox"/> Standard: ___nos	
<b>N.B:</b> If you are BCC existing customer, had signed SLA with NDC and now want to take more RBS, then select new RBS requirement from column-1. According to first column selection select the new package from column-2 by using (✓) on each box <input type="checkbox"/> in left side. Also need to select OS type/version/product type from column-3. You can also select and mention multiple number of Services in column-4 if you had one or more New Service requirement. In column 5 please mention the current service you are using and the server IP (if any). For multiple requirement, you can use separate forms for separate services if required.				

Sincerely Yours

Customer Signature  
 Customer Name  
 Customer Designation  
 Mobile No:  
 Email(official):

**Attachment: existing signed RBS framework and SLA softcopy.**

\*\*\*\* This authorization can be provided by the Customer Service Owner or Customer Service Technical Owner \*\*\*\*