



CIS Technology Park, 1st Floor, Shahrah-e-Jamhuriat,
Sector G-5/2, Islamabad.
Ph: 051-9214910, UAN: 111 700 800, Fax: 051-9208797
Email: administration@comsats.net.pk

Ref No #DC/CS/2023

Dated: - _____

Data Center Maintenance /Visit Form

Customer ID: _____

Representative Name: - _____

ID card No: - _____

Cell No: - _____

Authorisation Letter or copy of Email from authorized staff is required :

Nature of Job :-

Planned: - Emergency:

Day/ Night Time: -

Time In: Time Out:

CIS Staff: - _____

Representative Name: _____

Designation: - _____

Designation: - _____

Signature: - _____

Signature: - _____

Date of Activity: - _____

CC to: -
Admin.Store
System/Networks
Billing Department
CS Master File

(Equipment Snap enclosed Yes / No)

(Asset Entry / Exit Form enclosed Yes / No)