

CIRCUITS DATABASE SUMMARY SHEET

1. Vendor Information

Field	Details
Vendor Name	
Customer Care Contact Number	
Incident Management Website / Portal	

2. Service Order Details

Field	Details
Date of Service Order	
Service Start Date	
Billing Start Date	
Agreement Term (36 / 48 / 60 months)	

3. Service Characteristics

Field	Details
Type of Service	(Voice / Data / Internet / Wireless / Other)
Service Speed / Bandwidth	
Connection Type	(Fiber / Copper / GBIX / Other)
Vendor Equipment Rented?	(Yes / No)
Monthly Equipment Rental Cost	
Connector Type & Interface Details	

4. Monthly Circuit Costs

Field	Amount / Notes
MRC – Monthly Recurring Cost	
NRC – Non-Recurring Cost (Install / Setup)	
Other Fees / Taxes	
Total Monthly Cost	

5. Location & Contact Information - A-Side (Origin Site)

Field	Details
Building Name / Address	
Building Manager (Name & Emergency Contact)	
Vendor D-Mark Location (Room / Rack / Closet)	
D-Mark Type & Floor	
Access Key Holder / Security Contact	
After-Hours Repair Contact (Midnight & Beyond)	

5. Location & Contact Information - Z-Side (Destination Site)

Field	Details
Building Name / Address	
Building Manager (Name & Emergency Contact)	
Vendor D-Mark Location (Room / Rack / Closet)	
D-Mark Type & Floor	
Access Key Holder / Security Contact	
After-Hours Repair Contact (Midnight & Beyond)	

6. Renewal / Termination Options

Field	Details
Renewal Options / Terms	
Termination Penalties / Early Exit Clauses	
Notice Period Required	

7. SLA Commitments & Special Terms

Field	Details
SLA Uptime Guarantee	
Response & Resolution Time	
Credits / Penalty Clauses	
Special Conditions or Exceptions	

With this single document, you gain complete visibility and control over every active circuit — vendor, cost, location, and SLA performance — all in one place.