

Good Delivery Notification Form

Please complete and submit this form by sending an email to ntthk.fdcsupport@global.ntt with two (2) business days advance notice. NTT will confirm customer whether the delivery request is accepted. A ticket number will be given for any successful request. Customer or customer's delivery vendor is required to present the ticket number when he/she arrives the Data Centre. We reserve the right to reject any delivery without a valid ticket number.

***All fields are compulsory**

1. Customer Information

Data Centre Location	
Company Name	
Authorized Contact	
Valid ID (e.g. Z123 456(7))	XXXX__ __ __ (___)
Pass Phase	

2. Details of Good Delivery

Delivery Date	
Arrival Time	
Delivery Vendor	
Vehicle Plate No.	
Collection Date	

3. Description of Goods & Quantity

e.g. 2 boxes of HDD

4. Remarks
