

**CONFIDENTIAL**

All information on this form will be treated as confidential



## Good Delivery Notification Form

**Please complete and submit this form by sending an email to [fdcsupport@ntt.com.hk](mailto:fdcsupport@ntt.com.hk) 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 <small>(e.g. <del>Z123</del> 456(7))</small>	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

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### 4. Remarks

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