**HAL Patching Services Request Form**

**Patching Requirement**

This form is to be used to request the movement of a port from one location to another. A maximum of 50 ports can be moved per Service Request. If more than 50 ports require moving, please contact your Commercial Telecoms Account Manager for further information.

Please complete this form in full and return it by email to the ‘IT Servicedesk Request Team’ on [ITServicedeskRequest@heathrow.com](mailto:ITServicedeskRequest@heathrow.com) to action. The form content will then be verified to ensure all required information is present, and if correct - the request implemented within the agreed SLA timeframe.

**Requestor Information**

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| --- | --- | --- | --- |
| **Company Name:** |  | | |
| **Requestor Name:** |  | | |
| **Requestor Email:** |  | | |
| **Requestor Number:** |  | | |
| **On Site Contact Name:** |  | | |
| **On Site Contact Number:** |  | | |
| **HAL Account Code**  **\*\* Used for billing purposes\*\*** |  | | |
| **IM Code if applicable:** |  | | |
|  | | | |
| **Location To/From** | **Port No.** | **Location To/From** | **Port No.** |
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