



August 2013

AMOS Occasional Use service procedure - Version 2.7

Dear valued customer,

Thank you for choosing the AMOS system for your Occasional Use service.

Please follow the instructions below and complete the attached form in order to ensure authorized & quality service, as follows:

1. Finalize a commercial agreement for Occasional Use service with your designated SPACECOM Account Manager.
2. Fill-in the AMOS Earth Station Registration form (which may be downloaded from our website at www.amos-spacecom.com) and send it to AMOS CSC. Once fully completed, AMOS-CSC will assign and send you the designated U/L Station Code.
3. Obtaining the AMOS U/L Station Code allows you to submit requests for Occasional Use services, by filling-in the required information in the attached "Request for Occasional Use service on AMOS" form and sending it by E-mail to the AMOS Customer Service Center at: booking@amos-spacecom.com.
4. Please note that the AMOS Occasional Use space segments are allocated on a "first-comes first-served" basis. AMOS CSC will review your order request and will confirm it, upon availability, by sending the "AMOS Occasional Use Space Segment Assignment" back to you by E-mail.
5. Prior to the confirmed time of transmission, please contact AMOS CSC by telephone and follow the "AMOS Line-Up Procedure" (also available for download from our website at <http://www.amos-spacecom.com/content.cfm?page=procedures-and-forms>) to start your transmission.
6. Please contact AMOS CSC by phone notifying actual carrier activation, as well as when turning off your transmission.

Make sure to receive a formal written confirmation (AMOS Occasional Use Space Segment Assignment) of your Occasional Use order from AMOS-CSC in advance.

Thank You,

The AMOS CSC Team



Request for Occasional Use service on AMOS

TO: AMOS Customer Service Center (CSC)
E-mail: booking@amos-spacecom.com

IMPORTANT:	<ul style="list-style-type: none"> • AMOS CSC written order confirmation (AMOS Occasional Use Space Segment Assignment) must be received by the customer prior to any line-up execution. • Carrier activation must be coordinated with AMOS CSC. Please contact AMOS CSC, Tel: +972-3-5314131 and follow the AMOS line-up procedure. • Only certified AMOS CSC U/L stations are authorized to line-up.
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Customer Order No:			
Order Date:			
Company Name:			
AMOS U/L Station Code:			
Satellite (4°W / 17°E):		Beam:	
Required Bandwidth:			

Uplink Contact		End-User Contact	
Tel:		Tel:	
Fax:		Fax:	
Name:		Name:	
Company:		Company:	

Start Date:		Start Time (GMT):	
End Date:		End Time (GMT):	

Name:	
Signature:	

Comments:	
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AMOS Occasional Use Space Segment Assignment

Note: This part will be completed by AMOS CSC

Order Number:	
Company:	
Carrier Designator:	
Transmission Type:	

Satellite:		Beam:	
Uplink Transponder:		Downlink Transponder:	
D/L Center Frequency:		D/L Polarization:	
U/L Center Frequency:		U/L Polarization:	
Bandwidth:			
EIRP @ Beam Center:			

Requested Start		Requested End		Actual Start		Actual End	
Date	Time	Date	Time	Date	Time	Date	Time

Prepared by:	Date:	Name:	Signature:
Approved by:	Date:	Name:	Signature:
Reported by:	Date:	Name:	Signature:

General Comments:	
Line-up Instructions:	Carrier activation must be coordinated with AMOS CSC. Please contact AMOS CSC, Tel: +972-3-5314131 and follow the line-up procedure.