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| **SOLICITUD DE USUARIOS O BUZONES DE CORREO GENERICOS**  **Estimado Cliente:** para poder brindarle el servicio que solicita, favor suministrar todos los datos que a continuación se detallan:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Nombre del Jefe que autoriza el servicio:** | |  | | | | **Datos del responsable del usuario o buzón genérico** | | | | | | **Nombre:** |  | | **Cédula:** |  | |  | | | | | | **Gerencia:** | Elija un elemento. | | **Edificio:** |  | |  | | | | | | **División:** |  | | **Piso:** | Elija un elemento. | |  | | | | | | **Dependencia:** |  | | **Ala:** | Elija un elemento. | |  | | | | | | **Provincia:** | Elija un elemento. | | **Puerta:** |  | |  | | | | | | **Cantón:** | Elija un elemento. | | **Ubicación detallada:** |  | |  | | | | | | **Teléfono:** |  | | **Fax:** |  |   **SERVICIOS A SOLICITAR (\*\*Marque o llene solamente los que necesita\*\*)** | | | | | | | | | | | | | |
| **1. USUARIO DE RED:** |  | | | | **BUZON DE CORREO:** | | | | |  | | |
|  | | | | | | | | | | | | |
| **DOMINIO** (Escoja solo uno) | | Icetel: | |  | | | Sabana: | |  | | | |
|  | | | | | | | | | | | | |
| **NOMBRE SUGERIDO DEL USUARIO GENERICO:** | | |  | | | | | | | | | |
|  | | | | | | | | | | | | |
| **NOMBRE SUGERIDO DE LA DIRECCIÓN DE CORREO (Aplica si se requiere buzón de correo):** | | |  | | | | | | | | | |
|  | | | | | | | | | | | | |
| **2. CONFIGURACIÓN DE USUARIO:** (Esta opción es solamente si requiere que un técnico le configure el buzón genérico.) | | | | | | **SI** | |  | | | **NO** |  |
| **Nota:** Si responde “SI” al punto anteriorfavor indicar los siguientes datos de las personas a las que se les debe configurar el buzón.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Nombre completo** | **Cédula** | **Ubicación exacta** | **Teléfono** | **Departamento** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | | | | | | | | | | | | |
| **Comentarios:** (Anote aquí información adicional) | | | | | | | | | | | | |
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