|  |  |  |  |
| --- | --- | --- | --- |
| SERVICE CHANGE REQUEST FORM | Date (dd.mm.yyyy) and time (hh:mm) |       |       |
| **Ordering additional services** | Original posting date (p.k.vvvv) |       |
|  | Original posting place (post center/terminal) |  |
|  | Original posting place (other, please specify) |       |
|  |
| Change ordered by |
|  |
| Name of company |       | Telephone |       |
| Name of person |       | E-mail |       |
|  |
| Basic publication information |
| Ordering customer no. |       | Electronic Mailing List no. |       |
| Publication name |       | Publication no. |       |
| Product label |  | Mailer company |       |
|  |
| Ordering additional services |
| Change requested |  |  |  |
|  |
| Posting date |       | Posting place (post center/terminal) |  |
| Delivery date |       | Posting place (other) |       |
|  |  |  |  |
|  |
| Sorting by batch | [ ]  | Extra Handling Publication | [ ]  |  |  |
|  |  |  |  |  | If the change does not apply to the entire batch, specify the postal code areas it applies to |
| Batch size (pcs) |       | The postal code areas to which the change applies |       |
| **Please send the completed form by email to postien.vastaanotto@posti.com** |
| Response (the sections below are completed by Posti Oy, |
|  |
| Service level agreement | Yes | [ ]  | No | [ ]  |  Limited | [ ]  |  |
|  |
| Service level agreement(more information) |        |
|  |
| Additional Information |       | The area where the service level agreement is realised in the even of a limited SLA |       |
|  |
| Unitizing level |  |  |  |
| Unitizing level (other, please specify) |       |  |  |
|  |
|  | We request you to add the change row code to the PTP and change the control data and the service level markings for the products in accordance with the ordered service. |
|  Change request handled by       |