

How to Order Internet Service (Uverse) from AT&T for Daytona International Speedway

1. Copy the contents of the attached template document into a Word or Notepad document and fill in the required information. Below is a sample of how to fill out the template document

Save the file – you will be uploading this file to your email as well as copy and pasting it into the body of the email.

Orders should be placed two weeks in advance (we realize this isn't always feasible, but please give as much time as possible).

This is to request the following new service be installed at:

- Type service = **Uverse** (without a POTS or Phone line)
- Quantity = XXX
- Due Date = XXX
- Speed = Fastest speed available
- Installation = Professional installation by AT&T
- Customer name & address:
 - *Company XXX*
 - *Attn: XXX*
 - *Street XXX*
 - *City, State Zip XXX*
- Service Address name & address:
 - *Company*
 - *Street*
 - *City, State Zip*
- **Termination: [Be as specific as possible]**
- Term = Month-Month
- On-Site contact = XXX
- Backup contact = XXX
- Billing should be rendered to:
 - *Company XXX*
 - *Attn: XXX*
 - *Street XXX*
 - *City, State Zip XXX*
- Billing contact and Phone: XXX, XXX-XXX-XXXX
- Static IP Address: Y/N ?
- How many Connections are requested?

Due Date: Recommend the Monday of the week your services are needed

Customer needs to be your company name & address and contact information

The service address is:
Daytona Int'l Speedway
1801 W Int'l Speedway Blvd. Daytona Beach, FL
32114

Provide billing information for your company with an ATTN: name & billing contact & phone.
DO NOT use Daytona Int'l Speedway as the billing address

Copy and paste the completed above information into the body of an email AND attach it.
Email to ALL of the following:

Adam LaManque
Client Solutions Executive
AT&T Business

adam.lamanque@att.com

Please note: It is recommended that you email Adam LaManque after the event to cancel services to avoid billing for more than one billing cycle