|  |  |  |
| --- | --- | --- |
| Requestor Name |  | Signature :  |
| Dept /Unit Head Name  |  | Signature :  |
|  IT Dept Manager |  | Signature :  |
| **Business Contact**  | Name :  | **Technical Contact**  | Name :  |
| Email :  | Email :  |
| Telephone :  | Telephone:  |
| **SERVER/Network DETAILS** |
| **Reason For This Backup :** |
|  |
| **BACKUP DETAILS :** |
| Host Name /IP Address  |  |
| Operating system |  |
| Data Center Location |  |
| Data Base Type/Name /Size  |  |  |  |
| Application /Network |  |
| Frequency |  |

|  |
| --- |
| **DIRECTORY STRUCTURE DETAILS** |
| **Directories** | **Exclusion** | **Dependencies** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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| --- |
| **FOR INTERNAL USE ONLY [BACKUP TEAM]** |
| Host Name/IP Address  |  |
| What is the backup type required? | [ ] Full Backup [ ] Incremental [x] Deferential |
| How frequent Backup to be done | [x] Daily [ ] Weekly [ ] Monthly[ ] Quarterly |
| Policies/Jobs Created information  |  |
| Offsite Storage/Media required  | [x]  Yes [ ]  No |
| Storage info /Directory |  |
| Encryption  |  [ ] Yes [ ]  No |