|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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