INBOUND SERVICES





Send completed forms by **Email**: <u>TBSFreeCall1800SA@team.telstra.com</u>

For further assistance please contact your Telstra Representative

ACN or ABN Billing Address Trading / Business Name If a Person: Drivers Licence # CONTACT DETAILS Contact Name	Date of Birth:
Facsimile No () E-Mail Address	CT DETAIL S
Address Contact Name Telephone No () Facsimile No ()	OT DETAILS
BILLING DETAILS New Billing Account For new accounts, your bill will be sent to the billing address above. If you do not have any existing accounts with Telstra, then also complete details below. Number of Employees: Business start date (ACN/ABN registration date) Individual Director / Primary Auth Rep Details: Contact Name: Mobile Number: Date of Birth: Purchase Order Number (if applicable):	Bill Services to existing Account If you have an existing Telstra Account, please specify your Account / Full National Number (FNN), or Billing Reference ID and Billing Aggregator No (if applicable): Existing Account / FNN Billing Reference ID Billing Aggregator No. These account numbers must match the legal entity in the section above.
	Billing Address Trading / Business Name If a Person: Drivers Licence # CONTACT DETAILS Contact Name Telephone No () Facsimile No () E-Mail Address SITE ADMINISTRATOR CONTA Address Contact Name Telephone No () Facsimile No () E-Mail Address BILLING DETAILS New Billing Account For new accounts, your bill will be sent to the billing address above. If you do not have any existing accounts with Telstra, then also complete details below. Number of Employees: Business start date (ACN/ABN registration date) Individual Director / Primary Auth Rep Details: Contact Name: Mobile Number:

You must complete the password and authorisation details for at least one contact person to manage your Inbound Services.

Please note: The authorising contacts and passwords will be needed to make future modifications to your Inbound Services.

SERVICE PASSWORDS AND AUTHORISATIONS

		Authorisations (please	e tick at leas	t 1 box per p	person)
Name Mr/Ms/Mrs First Name, Surname Phone Number	Password	Authorised email address	All Adds Moves & Changes	Service Manager (refer page 11)	Emergency Redirect (refer page 10)
Name:					
Phone:					
Name:					
Phone:					
Name:					
Phone:					

Entering Password will override existing password on your other Inbound services. Leave blank to retain existing password

Service Manager provides a telephone hotline number for your authorised personnel to call 24 hours a day, 7 days a week and quote a security password to request changes to your Inbound Service. This service incurs additional charges when used.

Administratively Allocated Numbers These are freephone or local rate number allocated to us which we then allocate to you.

Note: This number is not guaranteed until confirmed in writing after connection.

Porting If you tick Yes in this part, a Porting Authority Form must be completed and submitted with this application form.

Answer Point If you tick Yes in this part, this service will be made secure so that it is not available to be dialled directly.

Only calls defined by the parent service will be routed to the secure backbone e.g. the parent service may define calls from an entire State to be routed to a secure backbone. A secure backbone can then be divided into many destinations.

If your Inbound Service is to be an answer point for an existing Inbound Service, you must complete an "Adds, Moves, Changes" form for the existing Inbound Service.

If your Inbound Service is to be an answer point for another Inbound Service that you have not yet applied for, you must complete a separate Inbound Service application form for the other Inbound Service.

S

SERVICE	DETA	AILS		
I would like t	o registei	r for the following Inb	ound Service:	
Priority C	ne3		Priority 1300	
Freecall	One8		Freecall 1800	
ls th	ne numbe	er you want activated	an Enhanced Ri	ghts of Use number?
	Yes (Pro	oceed to Enhanced F	Rights of Use Nur	nbers section on next page)
	No (Co	omplete details below	')	
Administrat	ively Alle	ocated Numbers		
(a) Will	Telstra a	allocate the next Adm	ninistratively Alloc	ated Number
	Yes			
(b) Will	the Adm	inistratively Allocated	d Number be port	ed into Telstra from another carrier?
	Yes Ple	ase state the numbe	r:	
	No			
Is this new Ir	nbound S	ervice to be an answ	er point to an exi	sting Inbound Service?
		state the primary nun		ed to this number: per).

☐ No

ENHANCED RIGHTS OF USE (EROU) NUMBERS (Note: an EROU number is a number that is allocated by auction and registered by the **EROU** If your EROU number Australian Communications and Media Authority to a Rights of Use (ROU) holder.) will be ported into Telstra from another carrier, a Porting Is the number an EROU number? Authorisation Form must be completed and submitted with Yes Please state number: ____ this application form. If the number is an EROU If no, you will require an Administratively Allocated Number - see above. number, you must be the registered Rights of Use Will the EROU number be ported into Telstra from another carrier? (ROU) holder or be able to satisfy us that you have the Yes If Yes, you will also need to complete a Porting Authorisation Form right to use the EROU number. Please ensure that your details □ No contained in the Customer Details section of this Please select one of the following: application form match your details on the ACMA Rights of ☐ I am the registered ROU Holder for the EROU number; or Use Register. ☐ I have a licence to use the EROU number from a third party (please attach evidence of your licence to use the EROU number from a third party to this application form); or ☐ To apply for a PhoneWord licence from Telstra, please use the PhoneWords application form. INBOUND VALUE ADDED SERVICES Will this service be managed via your existing IN-Control Online service? Yes (please list one of your Inbound services currently accessed by IN-Control Online) Do you want this service to appear in your IN-Control Call Direct service? Yes (please list one of your existing Inbound services) Do you want this service to appear in your Telstra Analyser Online Reports? Yes (please list one of your existing Inbound services) Please indicate if this application is made in conjunction with a Network IVR / Speech / CTI service/request. ☐ Network IVR ☐ Speech Solutions ☐ CTI Note: If you have requested a **ACTIVATION DATE** licence from Telstra for the right to use an EROU number, If we accept your application, we will activate your Inbound Service within a reasonable time the commencement of the after your application has been accepted. licence will be the same date as the activation date.

Customers can direct calls from predetermined regions to specific answering numbers. Please select only one of the following three Mandatory Features. Note: International termination is permitted and therefore an international number is allowed. If you select Area Code Manager, please fill in the Call Collections section of this application form.	MANDATORY FEATURES All of Australia including Mobiles Yes Please state the answering point destination: Or All of Australia excluding Mobiles Yes Please state the answering point destination: Or Area Code Manager (Parts of Australia – Please complete Page 5 & 6) Yes
You may select one or more of the standard features to apply to your Inbound Service. These may be used in conjunction with any of the above Mandatory Features. No additional charges apply.	STANDARD FEATURES Call Splaying (Page 5) Time & Day Manager (Page 7&8) Advanced Mobile Manager (Page 5&6) Call Overflow (Page 9) You must complete the applicable section of this application form below for each standard feature that you select.
International Origination allows you to receive international calls to an Inbound Service. Note: You may use Standard routing features, however you cannot route on country of origin.	INTERNATIONAL ORIGINATION Please indicate whether you would like to apply for International Origination for your Inbound Service: Yes, I would like to apply for International Origination Please indicate the answer point to which you would like international calls to be directed: () No, I do not want to apply for International Origination Note: There are no usage charges for international originated calls terminating on a fixed line. The caller pays IDD rates.
You may select one or more of the enhanced features to apply to your Inbound Service. These may be used in conjunction with any of the Mandatory or Standard Features. Note: Additional charges apply.	ENHANCED FEATURES Local Area Manager (Page 9) Redirect (Page 10) CCD Manager (Page 9) Service Manager (Page 11) Postcode Manager (Page 9) Silver Service (Page 11) Traffic Allocator (Page 10) SMS Manager (Page 11) You must complete the applicable section of this application form below for each enhanced feature that you select.

Call Splaying allows you to share calls in 1% increments between 1 to 20 telephone numbers or locations based on their ability to handle the workload. For example, 60% of the calls answered at one location and 40% of calls at another location (averaged over 100 call attempts). The Call Splaying percentages must total 100%.

If you have more than 10 Answer Points (up to 20), then attached details to order in a separate table.

CALL SPLAYING

☐ I would like to register for Call Splaying.

	Call Collection	Area (Name)	Call Collection Area (Name)			
	Answering Point Destination (include area code)	Call Splaying % to Answering Point Destination	Answering Point Destination (include area code)	Call Splaying % to Answering Point Destination		
Answering Point 1						
Answering Point 2						
Answering Point 3						
Answering Point 4						
Answering Point 5						
Answering Point 6						
Answering Point 7						
Answering Point 8						
Answering Point 9						
Answering Point 10						
Total Call Splaying %		100%		100%		

For more than two Call Collection Areas, please photocopy this page for each additional Call Collection Area and return with application.

	Yes, please list how many sheets:	
П	No	

Have you attached additional sheets?

Area Code Manager allows you to route fixed originated calls based on Area Codes.

Advanced Mobile Manager allows you to direct mobile calls to a unique answer point, based on the Mobile Service Areas (MSAs) that the mobile caller is calling from.

AREA CODE MANAGER AND ADVANCED MOBILE MANAGER

Complete the section on the **next page** if you have selected Area Code Manager or Advanced Mobile Manager in the Mandatory/Standard Features section. A separate page for each answering point destination is required.

Have you attached additional sheets?

	Yes, please list how many sheets:
	•
П	No

			Note: Pleas					
NSW	Fixed	Mobile	VIC	Fixed	Mobile	<u>WA</u>	Fixed	Mobile
NSW - all individual areas listed below Or Individual Areas			VIC - all individual areas listed below Or Individual Areas			WA - all individual areas listed below Or Individual Areas		
Sydney Metro	□ 02 8 02 9		Melbourne Metro	□ 03 8 03 9		Perth Metro	□ 08 92 08 94 08 61-5	
Wollongong	□ 02 42		Swan Hill (Incl some NSW)	03 50 03 40		Kalgoorlie	□ 08 90 08 60	
Gosford	□ 02 43		Sale	03 51 03 41		Port Hedland	□ 08 91	
Nowra	□ 02 44		Geelong	03 52 03 42		Wongan Hills	□ 08 95	
Windsor	□ 02 45		Ballarat	03 53 03 43		Northam	□ 08 96	
Campbelltown	□ 02 46		Bendigo (Incl some NSW)	03 54 03 44		Bunbury	□ 08 97	
Penrith	□ 02 47		Hamilton	□ 03 55 03 45		Katanning	□ 08 98	
Goulburn	02 48		Korumburra	□ 03 56		Carnarvon	□ 08 99	
Newcastle	02 49 02 40		Wangaratta (Incl some NSW)	□ 03 57		Iterra WA*		
Albury (Incl some Vic)	□ 02 60		Shepparton (Incl some NSW)	□ 03 58		Central Reserves & Souther Including Warburton (choose		rves
Yass	□ 02 62		Mornington	□ 03 59		<u>SA</u>	Fixed	Mobile
Bathurst	02 63 02 53		Deniliquin (see NSW)			SA - all individual areas listed below		
Cooma (Incl some Vic)	□ 02 64		Iterra VIC*			Or Individual Areas		
Bega	□ 02 64		QLD	Fixed	Mobile	Adelaide Metro	□ 08 81-4 08 70-4	
Muswellbrook	02 65 02 55		QLD - all individual areas listed below			Gawler (incl some Vic)	□ 08 85	
Casino	02 66 02 56		Or Individual Areas			Kangaroo Island	□ 08 85	
Tamworth (Incl some Qld)	□ 02 67 02 57		Brisbane Local	□ 07 3 07 34		Port Pirie	□ 08 86	
Parkes	□ 02 68 02 58		Brisbane Outer (Non local calls from the Brisbane Metro Area)	□ 07 34		Bordertown (incl some Vic)	□ 08 87	
Narrandera	□ 02 69 02 59		Cairns	□ 07 40		Kadina	□ 08 88	
Deniliquin	□ 03 58		Maryborough	□ 07 41 07 43		Broken Hill (see NSW)		
Broken Hill (some SA)	□ 08 80		Toowoomba(some NSW)	□ 07 46 07 45		Iterra SA*		
Iterra NSW*			Townsville	□ 07 47 07 44		TAS	Fixed	Mobile
<u>NT</u>	Fixed	Mobile	Rockhampton	□ 07 49 07 48		All of Tasmania		
All of NT			Nambour	□ 07 54 07 53		Or Individual Areas		
Or Individual Areas			Beaudesert (incl some NSW)	□ 07 55 07 56		Hobart Metro	□ 03 62	
Darwin Local	□ 08 89 08 79		Iterra QLD*			Launceston Local	□ 03 63 03 67	
NT North	□ 08 89		<u>ACT</u>	Fixed	Mobile	Tas South	□ 03 62	
NT South	□ 08 89		Canberra Local			Tas North East	□ 03 63	
Iterra NT*			Satellite Mobiles		_	Tas North West	03 64	
			All of Australia			Iterra TAS*		

*Iterra calls are calls made from Iterra Satellite services. Iterra Satellite services are fixed or transportable satellite systems designed for communications on or off the beaten track. It provides secure access to the public switched telephone service wherever you may be, letting you use the Internet, fax head office or simply dial home.

Time and Day Manager lets you divert calls to alternative telephone numbers based on the time and day the call is made. For example, customers can divert calls after hours to their home number or to MessageBank.

TIME AND DAY MANAGER

☐ I would like to	I would like to register for Time and Day Manager.				
Event	Day/s of Week	Time/s (specify time by 24 hour clock)	Answering Point Destination	Time Zone (state)	
sample	Mon – Fri	09:00 – 17:00	(03) 99991111	VIC	
sample	Mon – Fri	Outside above hours	(03) 99999999	VIC	
sample	Sat & Sun	All day	(03) 99998888	VIC	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
	1				

Special Day Where a special day/date has been nominated, calls will only be routed to the nominated answer point for that day.

Please specify the name, date time and time zone of the special day and the answering point you would like calls diverted to on that day.

SPECIAL DAYS

Special Day Name	Date	Time/s	Answering Point Destination	Time Zone
eg Company Holiday	02/01/04	All Day	0898888888	VIC

For more Time and Day Manager Events, Public Holidays or Customer Special Day Calendar Events please photocopy this page and return with your application.

Yes, please list how many sheets:	
No	

Have you attached additional sheets?

	r icase retuin a		ta nada tar aach	anev	vering point dest	ination	`
A115W	or Doint number	-					
`	er Point number	101 11115	Fublic Hollday s	seieci	on (including are	ea coo	ie).
Natio	nal						
1 [New Year's Day		Christmas Day		Good Friday		Easter Monday
WA		ACT		NT		SA	
	_abour Day		Canberra Day		Easter Saturday		Easter Saturday
	ANZAC Day Holiday		Easter Saturday		ANZAC Day Holiday		ANZAC Day Holiday
☐ F	Foundation Day		ANZAC Day Holiday		May Day		Adelaide Cup Da
	Queen's Birthday (WA)		Queen's Birthday		Queen's Birthday		Queen's Birthda
	Boxing Day		Bank Holiday*		Picnic Day		Labour Day
	Australia Day Holiday		Labour Day		Boxing Day		Proclamation Da
			Boxing Day		Australia Day Holiday		Australia Day Holiday
			Australia Day Holiday				
			Family and Community Day				
NSW		VIC		QLI)	TAS	6
	Easter Saturday		Labour Day		Easter Saturday		Regatta Day*
	ANZAC Day Holiday		Easter Saturday		ANZAC Day		Eight Hours Day
	Queen's Birthday		ANZAC Day		Labour Day		ANZAC Day
	Bank Holiday*		Queen's Birthday		Queen's Birthday		Queen's Birthda
<u></u> п	_abour Day		Melbourne Cup Day*		Brisbane Show Day*		Boxing Day
□ E	Boxing Day		Boxing Day		Boxing Day		Australia Day Holiday
	Australia Day		Australia Day Holiday		Australia Day Holiday		Bernie Show Da
			Grand Final Friday*				Royal Launcesto Show*

Call Overflow You can direct incoming calls to an alternative telephone number when the original telephone number is busy or not answered. Calls can be overflowed up to three times. A general Telstra recorded voice announcement will be heard on the final overflow. It is recommended that Telstra MessageBank be used for the final overflow to ensure you do not miss any calls. You can select a Call Overflow maximum ring-time of 80 seconds with a minimum of 10 seconds required for the final overflow answer point.

Note: Call Overflow may conflict with existing programming where the answering point destination is: Spectrum ACD/ UCD/ Hunt Line Group, Spectrum Attendant Console, Siteline Indial, or an Indial PABX extension (excluding ISDN Indial and MFC Indial).

Postcode Manager allows you to define a unique answer point for calls originating in each Australia Post postcode boundary. The data required for Postcode Manager is sourced from the Telstra White Pages and is provided as part of the Postcode Manager feature. Where exchanges cannot supply full Calling Line Identification, this feature will be limited. Postcode Manager is subject to technical availability for some services.

CCD Manager allows you to define a unique answer point for calls originating in each Census Collection District (CCD). The data required for CCD Manager is sourced from the Telstra White Pages and is provided as part of the CCD Manager feature. Where exchanges cannot provide full Calling Line Identification, this feature will be limited. CCD Manager is subject to technical availability for some services.

Local Area Manager allows vou to define call collection areas based on Telstra Exchange boundaries where calls are routed to one answer point for each group of one or more Telstra exchange areas specified by you. It is based on approximately 5000 exchange areas.

CALL OVERFLOW				
☐ I would like to register f	or Call Overflow. Answer Point number	Busy	No Answer	Call Overflow time (on No Answer)
				Note: maximum 80 seconds in total
Answering Point 1 (as listed in the Mandatory Features section)				SCOTIGE IN COLUM
Overflow Destination 1				
Overflow Destination 2				
Overflow Destination 3				
For more Answer Point num Area and return with applicate Have you attached additionate Yes, please list how No	ation. If this is required	d, we reco		
POST CODE MANA MANAGER Postcode Manager	AGER, CCD MA	NAGER	R AND L	OCAL AREA
☐ I would like to register for Post Code Manager				
Please supply with this appl assigned to specific Answer	ication form a separa	te list of th	e Post Cod	es you would like
Have you attached additional sheets?				
Yes, please list how many sheets:				
□ No				
If you require more than 20 Destinations, we will contact forwarded to us.				
Do you require us to contact you to arrange the above?				
☐ Yes ☐ No				
CCD Manager				
☐ I would like to registe	er for CCD Manager			
☐ I require assistance from a Telstra Representative to complete this feature.				
Local Area Manager				
☐ I would like to register for Local Area Manager				
☐ I require assistance	☐ I require assistance from a Telstra Representative to request this feature.			

Traffic Allocator allows you to distribute calls over multiple answer points (up to a maximum of 20) during times of high call traffic.

The Call Limit is the maximum number of calls you would like presented to the corresponding Answer Point Number. The Call Limit may not exceed the total number of available phone lines at the premises where Traffic Allocator is to operate.

If one of your answer points is busy and unable to receive any more calls before the applicable Call Limit has been reached, the Call Limit will be temporarily reduced to the number of calls already answered at that answer point. The Call Limit will then be reset to its original position within 1 minute after being reduced.

TRAFFIC ALLOCATOR

☐ I would like to register for Traffic Allocator.

Name of Traffic Allocator (Optional):			
Answer Point Name (Optional):	Answer Point Number	Call Limit	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

The **Emergency Redirect** feature allows you to redirect calls to another predetermined answering point destination based on a plan you give us in advance. We will activate your requested redirection plan within two hours (on average). Redirection should only be activated in emergency circumstances. The Redirect answering point destinations you have nominated should have sufficient traffic capacity to cope with the additional call volume in the event of an emergency.

EMERGENCY REDIRECT

☐ I would like to register for Emergency Redirect.

Redirect Plan Nan	me:	(maxii	mum 17 characters)
REF	Call Collection Area		nswering Point ination
		Name	Number
1.			
2.			
3.			
4.			
5.			

Once this application form is processed you will receive a confirmation letter which will:

- (a) Provide you with a number to call when you want to make Emergency Redirect service changes 24 hours a day, 7 days a week;
- (b) Confirm your personnel authorised to activate Emergency Redirect changes (please refer to the Service Passwords and Authorisations section); and
- (c) Confirm your chosen Security Password that must be quoted when making Emergency Redirect service changes (please refer to the Service Passwords and Authorisations section).

SERVICE MANAGER Service Manager gives you the ability to make basic moves and changes to existing I would like to register for Service Manager. services 24 hours a day, 7 days a week. Within 15 Once this application form is processed you will receive a confirmation letter which will: minutes of lodging the request, the change will be activated provide you with a number to call when you want to make service changes 24 hours a within Telstra's network. This day, 7 days a week; feature provides a telephone hotline number for your confirm your personnel authorised to activate Service Manager changes (please refer to authorised personnel to call 24 the Service Passwords and Authorisations section); and hours a day. 7 days a week and quote a security password confirm your chosen Security Password that must be quoted when making service to request changes to your changes (please refer to the Service Passwords and Authorisations section). Inbound Service. SILVER SERVICE Silver Service allows you to offer a higher level of service ☐ I would like to register for Silver Service. to your Inbound Services callers. You can nominate the telephone numbers of specific **Answering Point** Silver Service **Answering Point** (a) Silver Service callers and when they ring the Telephone Destination Telephone Destination Inbound Services number, the Numbers Numbers call will be directed to the nominated answering point 1. 11. destination. You can nominate up to 10,000 Silver Service 2. 12. numbers (including mobiles) that can be routed to up to 20 3. 13. answering point destinations. 4. 14. 5. 15. 6. 16. 7. 17. 8. 18. 9. 19. 10. 20. If you require more than 20 Silver Service Telephone Numbers, we will contact you to arrange for a soft copy e.g. text file to be forwarded to Telstra. ☐ No Do you require us to contact you to arrange the above? ☐ Yes SMS Manager allows text to SMS MANAGER be sent via your Inbound Number to an answer point Please complete this section if you would like to register for SMS Manager. capable of receiving the text. Note: The selected answer

point must be active prior to adding SMS Manager.

Note: SMS Origination is only available from Telstra and Optus mobile networks.

All text messages will be delivered to a single answer point and cannot be geographically routed or used in conjunction with other Inbound features.

SMS answer point (select one):

Telstra Desktop Messaging	Mobile Number:(04)	Account Number:
Telstra Integrated Messaging	Mobile Number:(04)	Account Number:
Access Manager	Mobile Number:(04)	
Mobile Handset	Mobile Number:(04)	

Inbound Extra 4 is a discount applied to Inbound Services. The details of the	DISCOUNT - INBOUND EXTRA 4 Please tick the box below if you would like to register the Inbound Service you are applying for in this application form for the Inbound Extra 4 discount.		
applicable discounts are set out in the Inbound Services section of Our Customer Terms.	☐ I would like to register for the Ir	abound Extra 4 discount	
Customer remis.	Note: Inbound Extra 4 will not be applied if any other discounts or customised pricing exists.		
Our Customer Terms means the Standard Form of Agreement formulated by Telstra for the purposes of Part 23 of the Telecommunications Act 1997 (Cth), as amended from time to time in accordance with the Act. You may view Our Customer Terms at http://www.telstra.com.au/c ustomerterms/ or obtain a copy from us. Privacy Telstra's Privacy Statement is available at http://www.telstra.com.au/ privacy or by calling us on 1800 039 059.	APPLICATION I wish to apply for the Inbound Service described in this application form and acknowledge that my application is accepted it will be provided on the terms and conditions set out in this application form and Our Customer Terms. If there is an inconsistency between this application form and Our Customer Terms, this application form applies instead of Our Customer Terms the extent of that inconsistency. I acknowledge that I have either received, or have had the opportunity to review, a copy of Occustomer Terms. Privacy You agree, and will ensure that any of your related bodies corporate which receive services connected with this application form and your representatives are aware, that Telstra may; (a) use and disclose information about you and each of them in accordance with Telstra's Privacy Statement; and (b) give to, seek and obtain from, a credit reporting agency, information (including personal and credit information) about you to assess your credit worthiness. You agree that Telstra may send commercial electronic messages (including information		
Authority to apply By signing this application form you warrant that you have the authority to make this application on behalf of the Customer named above.	the account holder, unless you tell u	ss) to each of the electronic addresses for which you are s otherwise. the Customer as its authorised representative: Date Position	
This section will be completed by your Telstra Representative following receipt of your application.	TELSTRA USE ONLY Maxim ID / Reference Number Telstra Sales Representative Telstra Sales Representative ID	Name: Ph:	
This section will be completed by your Telstra Dealer following receipt of your application.	DEALER DETAILS Company Name Sales Representative Dealer Code Rep ID	Name: Ph:	

Transaction Number