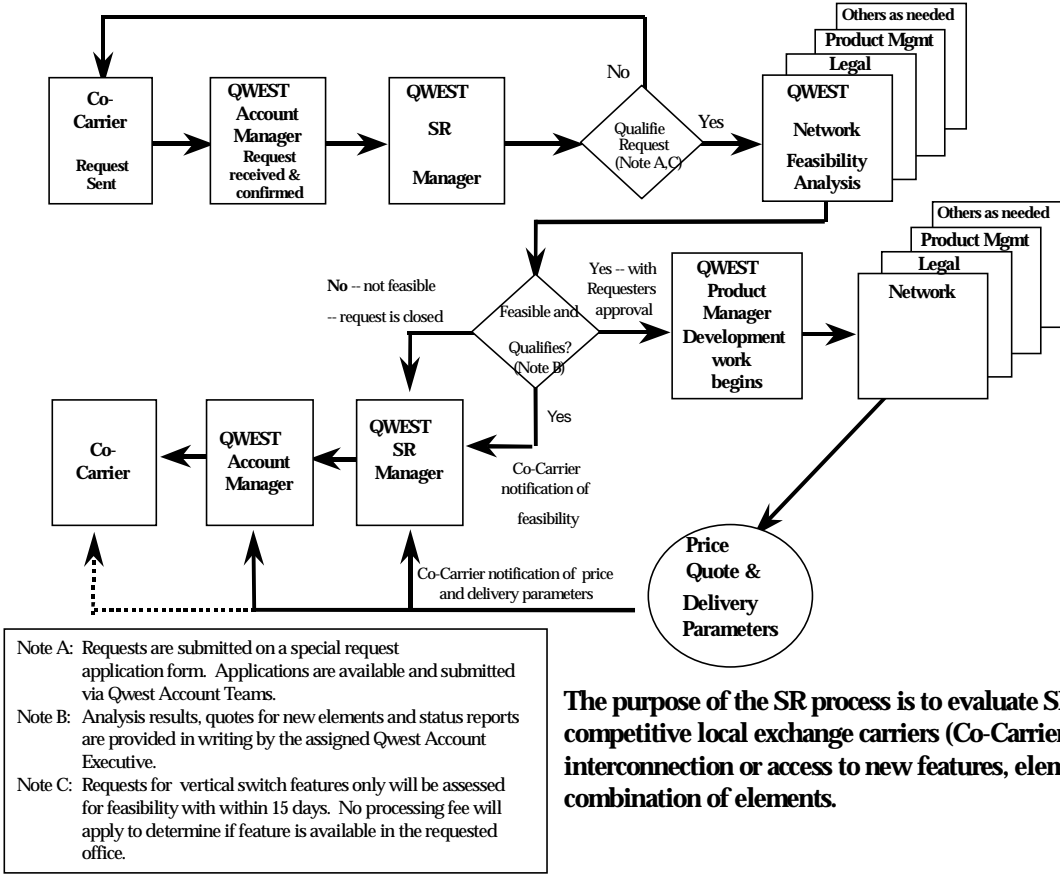


# Special Request (SR) Process



Note A: Requests are submitted on a special request application form. Applications are available and submitted via Qwest Account Teams.

Note B: Analysis results, quotes for new elements and status reports are provided in writing by the assigned Qwest Account Executive.

Note C: Requests for vertical switch features only will be assessed for feasibility with within 15 days. No processing fee will apply to determine if feature is available in the requested office.

**The purpose of the SR process is to evaluate SRs from competitive local exchange carriers (Co-Carriers) for interconnection or access to new features, elements or combination of elements.**

## Special Request Application Form

This application is to be used when the Special Request does not involve an evaluation for technical and operational feasibility. Requests that require that evaluation must be submitted via the Bona Fide Request (BFR) process.

The information requested in this application is essential to evaluate your request for interconnection, access to network elements or to combinations of elements. Your request will be reviewed for feasibility. Specific requirements and timeframes for evaluating your request are listed below.

Please complete the application form in full and submit it to your Qwest account representative via mail, fax or email. All sections must be completed before Qwest can begin processing your request. Please use additional pages as necessary.

Requested By \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

Primary Contact Name, Telephone Number, Fax Number and Email

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Request

Date Received (**Completed By Qwest**)

\_\_\_\_\_

\_\_\_\_\_

Please indicate the type of request (X) and provide any additional information that would be useful in evaluating your request.

Requesting specific product feature(s) be made available by Qwest that are currently available in a switch, but which are not activated.

Requesting specific product feature(s) be made available by Qwest that are not currently available in a switch, but which are available from the switch vendor.

Requesting a new Unbundled Network Element.

Requesting a combination of Unbundled Network Elements that is combined in the Qwest network but is not currently offered by Qwest as a Wholesale product.

Other

Additional information (please be as specific as possible):

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Please list additional contacts, such as technical personnel, who may help us during the evaluation of this request.

Name, Telephone Number, Fax Number and Email

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Qwest will meet or exceed the following standard response timeframes:

Acknowledge receipt of request within 5 business days of receipt.

Respond with a preliminary analysis within 15 business days of receipt of request.

A reasonable timeframe for further deliverables will be negotiated between CLEC and Qwest based on the nature of the request.

All timeframes will be met unless extraordinary circumstances arise. In such a situation, CLEC and Qwest will negotiate a reasonable response timeframe.