



KANSAS 811 RECEIVING STATION INFORMATION

Terminal Code: _____ Date: _____
 Company Name: _____
 Announce As: _____
 Contact Name: _____ Contact Name: _____
 Terminal Address: _____ Apt or Ste: _____
 City: _____ State: _____ Zip: _____
 Daytime Number: _____ 2nd Daytime Number: _____

After Hours Telephone Numbers (Max. 2 numbers)

These numbers will only be used outside of Kansas 811's regular business hours (7:00am to 6:00pm, Monday - Friday)

Contact Name: _____ Phone Number: _____
 Contact Name: _____ Phone Number: _____
 Telephone Number for Contractors: _____
 Hours Open: _____ Close: _____
 Type of Underground Facility: _____

Receiving Equipment (Choose One)

- Email
 Locates are sent as separate emails to one or two email addresses in either text or html format. As an added benefit, each locate will have a link at the bottom of the ticket that will open the ticket in a browser and display the mapped location. The link also provides a "Show Tickets" option that allows a user to view tickets based on a specific date or date range. **You must sign the email waiver on page 2 for this option.**
 Email #1: _____ Email #2: _____
- FTP
 File Transfer Protocol – Locates are transmitted directly from our server to your FTP server in either text or xml format.
 FTP Address: _____
 FTP Username: _____ FTP Password: _____
- LTM
 Locator Ticket Management (LTM) – A complete web-based tool that provides an online portal for management of tickets. LTM offers map view of locate requests, auto assigning tickets to locators, attaching of notes and pictures to locates and many other features. This service is available at NO COST to Kansas 811 members.

Completed by: _____ Phone: _____
 Signature: _____ Date: _____

PLEASE NOTE: This form may be submitted only by an authorized representative of the company/facility owner and "terminal code" named above. By signing above, you represent that you have authority to make such changes to the receiving information used by said company/facility owner and "terminal code".