



Computing & Networking Services

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June 1, 2007

To all CNS Telecommunications Customers:

Fiscal Year-End Closing procedures require attention to certain items. The following items will help smooth the transition to the new Fiscal Year. Please be advised of the following:

- 1. Please note that there has been rate changes for Fiscal Year 07-08. Please refer to the DDD memo "CNS-Telecommunications Rates for FY '07-'08" dated 5/14/2007.**
- 2. Make sure we have 2 contact people per customer number currently receiving the e-mail notification that monthly invoices are ready to review. If you need to check or change this information please request this via e-mail to TELACCT-L@LISTS.UFL.EDU**
- 3. Remember CNS Telecommunication bills for June services in July.**
- 4. Inform us immediately of any special request or instructions concerning processing your June or July invoice(s).**
- 5. Please make sure the customer number for your account is current (No outstanding invoices). If the customer number is not current this may delay new services requested.**
- 6. If you have any problems or questions, please contact Cheryl Wetherington, Carmen Freytes or Matt Deprospero at 392-2061.**