

Server Requisition Form

Please use this form to requisition a Staging or Production server. Note that server requisition forms must be submitted to Alex **a week in advance** of the day the server is required, and **all fields are required**.

Client Name

Date Required

Server Type (delete as appropriate)

Staging / Production

Server Size (please use the 'Pricing' page on the Brightbox website to choose your server size)

Site Type (delete as appropriate)

WordPress / Magento / Perch / Bespoke / Other (e.g. holding page)

Redirects (delete as appropriate)

If a site is replacing a pre-existing site, or is a rebuild of a pre-existing site, redirects should be in place to ensure all SEO value is retained when the site is going live. Note that if a site is being created from scratch, and the client does not have a pre-existing site, then redirects are generally not required. Redirect documents should be created by Joe, who will share them with Alex.

Complete / N/A

Checklist

Use the following checklist to ensure that you have obtained everything you need from a client prior to putting a site live. These details are only required when pushing a site to Production, however should be obtained from a client **as soon as possible**.

- Domain details
 - Domain provider (e.g. Heart Internet)
 - Login credentials for domain
- Redirects (if required)
- Google Analytics
- SSL
 - **Required for all production sites**, this just needs signing off by the client and the cost (£40 as of the time of writing) added as a cost to the job in Streamtime.