

**REQUIRED PROCEDURE  
TO FOLLOW FOR ALL REQUESTS  
TO USE THE  
UWEX/CE WisSat SATELLITE DOWNLINK SYSTEM**

When you are asked to downlink a satellite program by a group or agency in your community, please provide the following information and fax or mail to CE Technology Services prior to formally committing your site. **Please fill out both pages.** You will be informed if the site is already in use.

---

COUNTY: \_\_\_\_\_ EXTENSION CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

---

NAME OF PERSON MAKING REQUEST: \_\_\_\_\_

AGENCY/BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ ZIP: \_\_\_\_\_

HAS THE ABOVE ADDRESS CHANGED?

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

USER CATEGORY (See Policy): \_\_\_\_\_

COMPLETE TITLE OF PROGRAM: \_\_\_\_\_

DATE AND TIME OF PROGRAM (Be sure to indicate time zone) \_\_\_\_\_

**Please obtain from the person making the request a brochure/letter containing the satellite, transponder, and other pertinent information for the program. Fax or mail this information along with this form.**

On the next page, please complete the billing information for the program. See the UWEX Cooperative Extension Policy Guidelines for the WisSat Satellite Downlink System, Access Fees for billing instructions, pages 5 and 6.

FAX OR MAIL THE COMPLETED 2-PAGE FORM TO: CE Technology Services  
702 Langdon Street, Room 130  
Madison, WI 53706

This form is also available as an Adobe Acrobat PDF  
from <http://www.uwex.edu/digital/wissat>

Telephone Number: 608/262-4552  
Fax Number: 608/265-3894

**BILLING INFORMATION (ACCESS FEES)**

WisSat Equipment Fee:

Category I

University of Wisconsin-Extension/Cooperative Extension .....\$0.00

Category II

County Governmental Units; County-based USDA Agencies .....\$0.00

Category III

University of Wisconsin-Extension/Divisions other than Cooperative Extension; UW System Administration; and UW Institutions.....\$30.00

Category IV

Other Educational Institutions;  
Other City, State, and Federal Agencies;  
and Other Nonprofit Agencies/Organizations .....\$30.00

Category V

Other .....\$150.00

WisSat Equipment Fee ..... \$ \_\_\_\_\_

Technical Support Service Fee (Required of Category II).....(\$20.00) ..... \$ \_\_\_\_\_

Technical Support Service Fee (Required of Categories III-V)) .....(\$30.00) ..... \$ \_\_\_\_\_

Personnel Fee (Optional)..... \$ \_\_\_\_\_

Category I: No Charge  
Categories II-V (Optional): \*Per Site for First Hour .....\$ 20.00  
Each Additional Hour .....\$ 10.00

\* Includes first hour and one hour pre- and post-program support.  
NOTE: Personnel costs: The rate noted in Access Fees (pp. 5-6) of the UWEX Cooperative Extension Policy Guidelines for WisSat Satellite Downlink System implies that the first hour of program time will require a half hour of advance setup of equipment and a comparable amount of time after the program to put the equipment away. Example: A one-hour program would be two hours at \$ 10.00 per hour or \$ 20.00. A two-hour program would be three hours at \$ 10.00 per hour or \$ 30.00.

**Billing Procedure**

Cooperative Extension will initiate the billing process for the client and upon Extension's receipt of payment will reimburse the respective county treasurer's office accordingly. Any reimbursement by the county treasurer's office must be pursued by the local county Extension office.

County Facilities Charge (Optional) .....\$ \_\_\_\_\_

Other County Miscellaneous Charges: specify \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL: .....\$ \_\_\_\_\_