

[company logo]
[company name]

SERVICE CATALOG

Business Service Catalog

No.			
1			
2			
3			

0

Technical Service Catalog

No.			Service Category		Technical Description
1		0		0	
2					

			Availability		Maintenance Window
0		0		0	

	Workload		Supporting Services		Service Continuity
0		0		0	

Configuration Items			
	0		0

Service Catalog

Service Name Service Category Service Code

Description

Business processes enabled by the service Business Criticality

Technical description

Service ID ID Code
Service Type Service Level Agreement Service ID

Availability Support hours Maintenance window Capacity

Service ID Service ID Service ID

Service ID Service ID

3rd parties

Section 1



Section 2



ner



Section 3

Section 4



How to use thi

Enter each service in a new worksheet. 6075 worksheet name and service code must be the same to enter service catalog, enter data only in Technical Service Catalog and choose "Business Catalog" tab.

Cells where more than one parameter should be entered - enter parameters one by one and separate them

This sheet contains sample data. Enter your own.

While entering a new service, in Technical/Business Service Catalog worksheet - select last service (sample

Don't delete this worksheet!

Content below this point is your own requirements.

Service Type

Service Type

Customer Facing Service

Supporting Service

Service Type

is document

is that Business/Technical Service Category is filled with data. If the service does not belong to Business

is that IT/IT-adj. (Information)

is that and drag into next row. Formulas will be copied and new service will be entered.

used in other worksheets as input in various fields. These are just sample data please adapt them to

Service Category

- Application
- Infrastructure
- Hosting
- Hardware
- Professional
- Mobility
- Procurement
- Security

Business Category

IT/IT-adj.

Name	Location	Phone	e-mail
Last name, Name 1	Location 1	123456	email.user1@users_domain.com
Last name, Name 2	Location 2	123456	email.user2@users_domain.com
Last name, Name 3	Location 3	123456	email.user3@users_domain.com
Last name, Name 4	Location 4	123456	email.user4@users_domain.com
Last name, Name 5	Location 5	123456	email.user5@users_domain.com
Last name, Name 6	Location 6	123456	email.user6@users_domain.com
Last name, Name 7	Location 7	123456	email.user7@users_domain.com
Last name, Name 8	Location 8	123456	email.user8@users_domain.com
Last name, Name 9	Location 9	123456	email.user9@users_domain.com
Last name, Name 10	Location 10	123456	email.user10@users_domain.com

Suppliers

Supplier1 name	Contact 1 name	Contact 1 email
Supplier1 name	Contact 1 name	Contact 1 email
Supplier1 name	Contact 1 name	Contact 1 email
Supplier1 name	Contact 1 name	Contact 1 email
Supplier1 name	Contact 1 name	Contact 1 email
Supplier1 name	Contact 1 name	Contact 1 email

Supplier1 name
Contact 1 name
Contact 1 email
Supplier1 name
Contact 1 name
Contact 1 email
Supplier1 name
Contact 1 name
Contact 1 email
Supplier1 name
Contact 1 name
Contact 1 email
Supplier1 name
Contact 1 name
Contact 1 email

Billing

Monthly

Quarterly

once a year

No billing

Cost allocation

Cost Plus

Instant