

DCS Transmittal Form

Prepared by: Data Services & Consultancy Team



Highlights - Transmittal Form (Tab 1, Page 1)

Client List – Drag down style for the client we are dealing with. The current list has most of the clients we had dealt in the past. Additional client can be added from time to time.

Job Ref # - Taken from DCS list of job excel sheet.

Additional package details – To fill up if you have additional details on the package you're currently sending. *I.E. Is the DVD / CD of the package combined together in a single disc. Detail contents of the CD/DVD.*

DCS TRANSMITTAL					
Client		Sapura E&P (PM) Inc.			
Client Representative		Dr. Mai Cao Lân			
Job Ref #		From DCS EXCEL SHEET			
No	Product	Logging Date	Field	Well Name	Package Contents
1	PBU_SUR	Jan-19	Berantai	Berantai-A11	2 printed report with 1 CD for each reports.
*Additional Package Details; All report and data were compiled in DVD. 2 DVD in the package contains data RBT-CBL data from both wells. Total of 2 DVDs and 4 copies of report are delivered.					

Product code - drag down list of the jobs that we are delivering. The explanation of each codes are available on the **pricelist tab (TAB 3)**. *I.E. In any normal case where we have an MIT interpretation and also delivering the report, we will have two codes: The interpretation code (MIT_INTERP) and (DCSReport_01) selected from the drag down list. So the package contents column can be merged.*

Package contents – some / simple details on what we are delivering to the client or anything relevant to the package you are delivering. *I.E. Amount of CD / report etc.*

Highlights - Transmittal Note (Tab 2, Page 2)

DCS TRANSMITTAL NOTE				
Client	Petronas Carigali (Turkemenistan) Sdn. Bhd.		Well Name	South Acis-D28.2
Product	Job Ref #	Interval (ft / M)	Logging Date	Package Contents
IFO_INTERP	DCS-EXN-2019-04	2000 - 3000ft	Jan-19	2 printed report with 1 CD for each reports.
DCS_Report01	DCS-EXN-2019-05	1200 - 5000ft	Jan-19	2 printed report with 1 CD for each reports.

Upper Half of the Form – Very similar to the first page (transmittal form) except for the additional *interval length* column of the interpretation. Second half of the form consists of the CSR part itself.

Client Satisfaction Report - Data Services

You are invited to assess the performance of the DCS group by completing this CSR. We are particularly interested in learning how we can improve our services and so hope you will add some **written comments** in the final section of this CSR.

Criteria	POOR → EXCELLENT				
	1	2	3	4	5
Interpretation Quality & Presentation				X	
Communication & Collaboration				X	
Personnel Attitude & Support					X
Product Completeness & Accuracy					X
Package Quality				X	

The **CSR section** where the client can rank our service quality. The rating is ranked from 1 (poor) to 5 (excellent). The client will have to fill this up based on the criteria.

Job Performance Summary

1 Turn around time (received to provisional)	15	days
2 Turn around time (provisional to final)	30	days
3 Hand delivered job	<input type="radio"/> Yes <input type="radio"/> No	

The **performance summary** indicates two things:

1. TAT from the date data is received to the first provisional (draft).
2. TAT from the provisional (draft) to final.

Client description of the job performance

The **client description** is where the client is given a space to fill up what he / she / he-she feels about the service quality of our job / interpretations.