

VOICE LINE AND TELEPHONE INSTRUMENT SERVICE REQUEST, ADDITIONAL ITEMS
 Attach to "Voice Line and Telephone Instrument Service Request"

DEPARTMENT _____ DATE _____

CONTACT NAME _____ PHONE _____ BLDG/ROOM _____

CALL (512) 471-5800 IF YOU HAVE ANY QUESTIONS ABOUT THIS ORDER FORM.

Item	NEW SERVICE: YES <input type="checkbox"/> NO <input type="checkbox"/>	TYPE OF SERVICE: DISCONNECT* <input type="checkbox"/> INSTALL <input type="checkbox"/> MOVE** <input type="checkbox"/> OTHER <input type="checkbox"/>		
EXISTING PHONE NUMBER	_____	BLDG _____	ROOM _____	JACK NUMBER _____
DESKSET TYPE/NO.	_____	COLOR: ASH <input type="checkbox"/> BLACK <input type="checkbox"/>	INTERCOM NUMBER _____	
*For DISCONNECTS, is this a: TOTAL DISCONNECT <input type="checkbox"/> or (select all that apply): LINE <input type="checkbox"/> EQUIPMENT <input type="checkbox"/> VOICE MAIL <input type="checkbox"/>				
**MOVE: FROM: BUILDING _____ ROOM _____ JACK NUMBER _____				
TO: BUILDING _____ ROOM _____ JACK NUMBER _____				
<i>Remarks:</i>				

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EXISTING PHONE NUMBER	_____	BLDG _____	ROOM _____	JACK NUMBER _____
DESKSET TYPE/NO.	_____	COLOR: ASH <input type="checkbox"/> BLACK <input type="checkbox"/>	INTERCOM NUMBER _____	
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<i>Remarks:</i>				