

MULTIMEDIA EQUIPMENT INSTALLATION, REPAIR OR MAINTENANCE REQUEST

THE UNIVERSITY OF TEXAS AT AUSTIN, INFORMATION TECHNOLOGY SERVICES

Mail completed form to ITS Audio Visual & Multimedia Services, SER 315, C3800 or Fax to (512) 471-7717

DEPARTMENT _____ DEPT REQ NO. _____ DATE _____

REQUESTER NAME _____ E-MAIL _____ PHONE _____

CONTACT NAME _____ MAIL CODE _____ BLDG/ROOM _____

CONTACT E-MAIL _____ PHONE _____

ACCOUNT NUMBER _____ AUTHORIZED SIGNER'S NAME _____

AUTHORIZED SIGNATURE _____

1. Please use this form for Blanket Order requests as well.
2. **Need help filling this out?** Call (512) 471-9238 or visit the Web site at www.utexas.edu/its/av/.
3. Other Order Forms are available at www.utexas.edu/its/forms/order/.

MULTIMEDIA INSTALLATION, REPAIR OR MAINTENANCE SERVICE REQUESTED

NOTE: This is NOT for Telephones or Campus Security Systems. Please use the appropriate order form for those requests.

<input type="checkbox"/> EQUIPMENT INSTALLATION	REPAIR:	MAINTENANCE:
<input type="checkbox"/> REQUEST FOR CONSULTATION	<input type="checkbox"/> RADIO <input type="checkbox"/> PAGER <input type="checkbox"/> OTHER	<input type="checkbox"/> RADIO <input type="checkbox"/> PAGER <input type="checkbox"/> OTHER

DESCRIPTION OF WORK (Please explain clearly the type of work requested):

LOCATION OF WORK (Please include the building, room, and any other information necessary for us to find the location):

SPECIAL INSTRUCTIONS (Attach diagrams, drawings, and extra pages as necessary):

IF NECESSARY, ATTACH EXTRA PAGE(S).