

TOLL-FREE TELEPHONE NUMBER REQUEST

THE UNIVERSITY OF TEXAS AT AUSTIN, INFORMATION TECHNOLOGY SERVICES (ITS)
Mail completed form to ITS Long Distance, SER 321, C3800 or Fax to (512) 471-8883

DEPARTMENT _____ MAIL CODE _____ DATE _____

REQUESTER NAME _____ E-MAIL _____ PHONE _____

ACCOUNT NUMBER _____ AUTHORIZED SIGNER _____

AUTHORIZED SIGNATURE _____

1. Please fill out this form as completely as possible. Include all available information; incomplete information may result in a delay.
2. Once all information is provided, the Long Distance Office will contact you within 5 working days.
3. If additional items are needed, please attach additional order forms. If clarifications are necessary, please attach a memo.
4. Call the ITS Long Distance Office at (512) 471- 8853 if you have any questions about this order form.

1. SELECT ONE OF THE FOLLOWING SERVICES:

There is a \$3 monthly fee and per minute charge for toll-free numbers, but no activation fee. There is a \$2 fee to change the termination number and/or the service area of an existing toll-free number. There is no charge to cancel a toll-free number or to change a billing account.

- NEW TOLL-FREE NUMBER
- CHANGE SERVICE FOR EXISTING NUMBER: _____
- CHANGE BILLING ACCOUNT FOR EXISTING NUMBER*: _____
- CANCEL TOLL-FREE NUMBER: _____

2. SELECT ONE OF THE FOLLOWING SERVICE AREAS:

Use this section to select a service area for a new toll-free number or to change the service area for an existing toll-free number. The following service areas are the only ones available for toll-free numbers.

- TEXAS ONLY
- 48 STATES ONLY
- ALL U.S. (includes Alaska, Hawaii and Puerto Rico)
- ALL U.S. PLUS CANADA

3. ENTER THE UNIVERSITY TELEPHONE NUMBER WHERE THE TOLL-FREE CALLS WILL RING:

Use this section to select a terminating number for a new toll-free telephone number or to select a new terminating number for an existing toll-free number.

TERMINATING NUMBER: _____

4. ENTER REQUESTS FOR VANITY NUMBERS, IF APPLICABLE:

You may request "vanity numbers" if you wish but are not required to do so. You may select vanity numbers for the last 7 digits of a toll-free number. Enter your requests in the spaces below in the order of preference, beginning with the most preferred vanity number. If a number is available, the Long Distance Office will assign it to you at no additional cost.

REQUESTS FOR VANITY NUMBERS: 1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

* ACCOUNT CHANGES:

If you need to change the billing account for a toll-free number, please complete the following information:

OLD ACCOUNT NUMBER _____ AUTHORIZED SIGNER'S NAME _____

NEW ACCOUNT NUMBER _____ AUTHORIZED SIGNATURE _____

OFFICE USE
ONLY

PROVIDER: _____ NUMBER: _____ COMPLETION DATE: _____ BY: _____

IF NECESSARY, ATTACH ADDITIONAL PAGE(S).

TOLL - 2003-02-04