## Voice Line and Telephone Instrument Service Request

**Information Technology Services (ITS) Networking and Telecommunications**

Email completed form to nt@austin.utexas.edu or Fax to (512) 471-8883

### General Information

- **Department**
- **Req. No.**
- **Date**
- **Requester Name**
- **E-mail**
- **Contact Name**
- **Phone**
- **Contact E-mail**
- **Bldg/Rm**

### INSTALLATION CHARGES

<table>
<thead>
<tr>
<th>Account</th>
<th>Authorized Signature</th>
<th>Name</th>
</tr>
</thead>
</table>

### RECURRING CHARGES

<table>
<thead>
<tr>
<th>Account</th>
<th>Authorized Signature</th>
<th>Name</th>
</tr>
</thead>
</table>

1. Use this form for voice lines (e.g., telephone, fax, modem) and telephone instruments. Please fill out this form as completely as possible. Include all available information that applies to the description of the work. Incomplete information may result in a delay.

2. The ITS Networking and Telecommunications Business Office cannot provide scheduling information.

3. If additional items are needed, please attach "Voice Line and Telephone Instrument Service Request, Additional Items" page(s). Extra material may be attached if necessary.

4. Call the ITS Networking and Telecommunications Business Office at (512) 471-5800 if you have any questions about this order form.

### Item 1

- **New Service**: [YES] [NO]
- **Type of Service**: DISCONNECT* [ ] [ ] INSTALL [ ] MOVE** [ ] [ ] OTHER [ ]
- **Existing Phone Number**: [ ]
- **Deskset Type/No.**: [ ]
- **Color**: [ASH] [BLACK]
- **Intercom Number**: [ ]

**For Disconnects, is this a**: TOTAL DISCONNECT [ ] or (select all that apply): [LINE] [ ] [EQUIPMENT] [ ] [VOICE MAIL] [ ]

**Move**: FROM: [BUILDING] [ROOM] [JACK NUMBER]

TO: [BUILDING] [ROOM] [JACK NUMBER]

**Remarks**: [ ]

### Item 2

- **New Service**: [YES] [NO]
- **Type of Service**: DISCONNECT* [ ] [ ] INSTALL [ ] MOVE** [ ] [ ] OTHER [ ]
- **Existing Phone Number**: [ ]
- **Deskset Type/No.**: [ ]
- **Color**: [ASH] [BLACK]
- **Intercom Number**: [ ]

**For Disconnects, is this a**: TOTAL DISCONNECT [ ] or (select all that apply): [LINE] [ ] [EQUIPMENT] [ ] [VOICE MAIL] [ ]

**Move**: FROM: [BUILDING] [ROOM] [JACK NUMBER]

TO: [BUILDING] [ROOM] [JACK NUMBER]

**Remarks**: [ ]

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*Note: TSR1 – 06-01-17*