

CALLING CARD REQUEST

THE UNIVERSITY OF TEXAS AT AUSTIN, ITS TELECOMMUNICATIONS AND NETWORKING

E-mail completed form to Longdistance@its.utexas.edu, mail to TN Long Distance, SER 321, C3800 or Fax to (512) 471-8883

DEPARTMENT _____ MAIL CODE _____ DATE _____

REQUESTER NAME _____ E-MAIL _____ PHONE _____

ACCOUNT NUMBER _____ AUTHORIZED SIGNER'S NAME _____

AUTHORIZED SIGNATURE _____

1. Please fill out this form as completely as possible. Include all available information that applies to the description of the service requested. Incomplete information may result in a delay of the work requested.
2. Once all information is provided, the TN Long Distance Office will contact you within 5 working days.
3. If additional items are needed, please attach additional copies of the Calling Card Request. Extra material may be attached if necessary.
4. Call the TN Long Distance Office at (512) 471-UTLD (8853) if you have any questions about this order form.

SERVICE REQUESTED

ISSUE NEW QWEST CALLING CARD.

NAME OF CARD HOLDER: _____ UT EID OF CARD HOLDER: _____

NAME OF CARD HOLDER: _____ UT EID OF CARD HOLDER: _____

NAME OF CARD HOLDER: _____ UT EID OF CARD HOLDER: _____

NAME OF CARD HOLDER: _____ UT EID OF CARD HOLDER: _____

CANCEL EXISTING QWEST CALLING CARD.

NAME OF CARD HOLDER: _____ UT EID OF CARD HOLDER: _____

NAME OF CARD HOLDER: _____ UT EID OF CARD HOLDER: _____

NAME OF CARD HOLDER: _____ UT EID OF CARD HOLDER: _____

NAME OF CARD HOLDER: _____ UT EID OF CARD HOLDER: _____

CHANGE ACCOUNT ON EXISTING CALLING CARD.

NAME OF CARD HOLDER: _____ UT EID OF CARD HOLDER: _____

Old Account Number: _____

New Account Number: _____

NAME OF CARD HOLDER: _____ UT EID OF CARD HOLDER: _____

Old Account Number: _____

New Account Number: _____

NAME OF CARD HOLDER: _____ UT EID OF CARD HOLDER: _____

Old Account Number: _____

New Account Number: _____

OFFICE USE ONLY

(Cancellation Only):

COMPLETION DATE: _____ BY: _____

IF NECESSARY, ATTACH ADDITIONAL PAGE(S).