

Telephone Change Order Form

Form completed by _____ Number _____

Date of order _____ Desired date of completion _____

Add

Location _____ Assigned to _____
Building & room

Need phone equipment Yes No Phone type Analog Digital business set (Contact Telecom)

Features requested Voicemail Call pickup (with 865-_____) Long distance

Move

Number 865-_____ Current _____ New _____
Building & room Building & room

Number 865-_____ Current _____ New _____
Building & room Building & room

Disconnect

Number 865-_____ Location _____ Assigned to _____
Building & room

Explanation/Other Request (e.g., programming change, new equipment, etc.)

Authorization

Department _____ Cost object _____

Signature _____ Date _____