



Telephone Work Order Request

Date:	Ship to #:	Department:
Desired Service Date:	Contact Person:	Contact Phone #:

ITEM 1	Work Requested: <input type="text" value="Select..."/>	Phone #	<input type="checkbox"/> New Line	Phone Type: <input type="text" value="Select..."/>
Current Building/Room/Jack #			<input type="checkbox"/> Voicemail	
New Building/Room/Jack #			<input type="checkbox"/> Need New Phone	
Add'l Features Needed:	<input type="checkbox"/> Caller ID (if applicable)	Call Forward (CF) Options:		<input type="checkbox"/> Call Pick Up Group (List group numbers below)
		<input type="checkbox"/> CF No Answer to: <input type="checkbox"/> CF Busy to: <input type="checkbox"/> CF No Answer & CF Busy after 4 Rings to:		
Other/Comments:				

<input type="checkbox"/> Change Voice Mail User	Line Number:	Former User:	New User Name and e-mail address:
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ITEM 2	Work Requested: <input type="text" value="Select..."/>	Phone #	<input type="checkbox"/> New Line	Phone Type: <input type="text" value="Select..."/>
Current Building/Room/Jack #			<input type="checkbox"/> Voicemail	
New Building/Room/Jack #			<input type="checkbox"/> Need New Phone	
Add'l Features Needed:	<input type="checkbox"/> Caller ID (if applicable)	Call Forward (CF) Options:		<input type="checkbox"/> Call Pick Up Group (List group numbers below)
		<input type="checkbox"/> CF No Answer to: <input type="checkbox"/> CF Busy to: <input type="checkbox"/> CF No Answer & CF Busy after 4 Rings to:		
Other/Comments:				

<input type="checkbox"/> Change Voice Mail User	Line Number:	Former User:	New User Name and e-mail address:
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Note: For additional items, please submit a new request.

For Repairs, please call: (877) 482-3233 and select Option #2

This form can be:
 Sent intercampus to Purchasing at Box # 50 **or**
 Saved and e-mailed to: jgwaters@aug.edu **or**
 Faxed to: 706-737-1761

Approved Signature (Authorized Department Coordinator):