



User Agent Telephone Returns

Important Note: Before using this form to return equipment, complete a General Work Order or VoIP General Work Order (<http://telecom.tamu.edu/Forms.php>).

Return equipment with this form at 1501 Texas Avenue South, College Station, TX.

Work Order #	Date Returning Phones	Department	Building #
Contact Person		Contact's Phone #	# of Phones Returning
Reason for return (please provide detailed description):			

Detailed List of Returned Phones

If you have any questions, please contact Amanda (Popp) Novacek at 845.1020.

Phone or Sys #	Brand	# of Lines*	Model #/ MAC Address**	Color

*Most common # of lines: single, 2, 4, 8, 10, 12, 16, and 24.

**Optional.

Texas A&M IT Office Use Only

Received by:	Date:
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Detailed List of Returned Devices - Continued

Phone or Sys #	Brand	# of Lines*	Model #/ MAC Address**	Color

*Most common # of lines: single, 2, 4, 8, 10, 12, 16, and 24.

**Optional.

Texas A&M Office Use Only

Received by:	Date:
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