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| Requesting Department | Service Request Coordinator | | Phone # | **Work Order # (IT Use Only)** |
| Email Address | Centrex Account (xx-xxxxxx-xxxxx) | | | Mail Stop |
| Site Location (Address, City) | | Building Number (if known) | | New Location  ☐ YES ☐ NO |

**Service Requested**

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| **Voice**  ☐ Add New Line  ☐ Add New Extension  ☐ Move Existing Line  ☐ Disconnect Line  ☐ Add Voicemail  ☐ Remove Voicemail  ☐ Programming Change  ☐ Other | **Data/Internet**  ☐ Add New Internet  ☐ Increase Internet Speed  ☐ Disconnect Internet  ☐ Other  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (If ordering high-speed data circuit with TTVN connectivity, please reference the Circuit WO form at <http://it.tamu.edu>) | **Cable TV**  ☐ Add New Cable TV  ☐ Change Existing Cable TV  ☐ Disconnect Existing Cable  TV  ☐ Other | **Additional Services**  ☐ Estimate Needed  ☐ Order new VoIP  Phone System  ☐ Order Conference  Phone  ☐ Order Headset  (Please note additional services may incur additional costs) |
| Existing Telephone/Service Number(s) (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Room Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Move to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Remarks:  Onsite Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

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| Date Work Order Prepared | Departmental Approval | |
| Signature | Date |
| Service Date Desired |

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| **Texas A&M IT Use Only**  Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ New Phone/Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Equipment Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WebDoc Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Submitted Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  Additional Remarks: |