



Telecommunications Remote Location

- 1) Please fill out work order form and send scan to tcom-request@tamu.edu.
- 2) If you do not receive a work order number within 24 hours of submitting this form please call 979.845.1020.

Requesting Department	Service Request Coordinator	Phone #	Work Order # (IT Use Only)
Email Address	Centrex Account (xx-xxxxxx-xxxx)		Mail Stop
Site Location (Address, City)		Building Number (if known)	New Location <input type="checkbox"/> YES <input type="checkbox"/> NO

Service Requested

<u>Voice</u> <input type="checkbox"/> Add New Line <input type="checkbox"/> Add New Extension <input type="checkbox"/> Move Existing Line <input type="checkbox"/> Disconnect Line <input type="checkbox"/> Add Voicemail <input type="checkbox"/> Remove Voicemail <input type="checkbox"/> Programming Change <input type="checkbox"/> Other	<u>Data/Internet</u> <input type="checkbox"/> Add New Internet <input type="checkbox"/> Increase Internet Speed <input type="checkbox"/> Disconnect Internet <input type="checkbox"/> Other <hr/> (If ordering high-speed data circuit with TTVN connectivity, please reference the Circuit WO form at http://it.tamu.edu)	<u>Cable TV</u> <input type="checkbox"/> Add New Cable TV <input type="checkbox"/> Change Existing Cable TV <input type="checkbox"/> Disconnect Existing Cable TV <input type="checkbox"/> Other	<u>Additional Services</u> <input type="checkbox"/> Estimate Needed <input type="checkbox"/> Order new VoIP Phone System <input type="checkbox"/> Order Conference Phone <input type="checkbox"/> 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: _____

Date Work Order Prepared	Departmental Approval	
Service Date Desired	Signature	Date

Texas A&M IT Use Only

Vendor: _____ New Phone/Account Number: _____

Equipment Needed: _____ WebDoc Number: _____ Submitted Date: _____

Additional Remarks: