



Cable TV Service Order

Email completed service order and supporting documents to tcom-request@tamu.edu.

You will receive an automatic email from Help Desk Central providing a reference number (INC#). If you haven't received a response after two business days, reply to the original email or call 979.845.8300 with your INC# for a status update.

On-Campus Cable TV

Campus departments and offices can request cable TV services by completing the Cable TV Service Order. For details, see the [Cable TV service listing](#) on it.tamu.edu.

Student Dorm Inquires: Call Help Desk Central to set an appointment.

Requestor/Departmental Coordinator Information

By filling out this form, you certify you are authorized by your unit to submit this work order.

Name: _____ Unit/College/Department: _____

Phone Number: _____ Email Address: _____

Point of Contact Name: _____ Point of Contact Phone Number: _____

Billing Information

Mailstop/Mailing Address: _____

Account No. (xx-xxxxxx-xxxxx): _____ Authorized Account Signer Name: _____

Signature: _____ Date: _____

Service Requests

Please fill out one Service Order per suite.

Repair / Troubleshoot

Services needed:* Add New Cable TV Outlet(s) Disconnect Cable TV Outlet(s) Move Cable TV Outlet(s)

Number of Cable TV Outlets (also known as Cable Drops): _____

Physical Location

Building Number:* _____ Room Number(s):* _____

Is this cable TV outlet being moved? If yes, please fill out the following:

New Building Number (if applicable): _____ New Room Number(s) (if applicable): _____

Installation Details: _____

Please provide as much information as possible, such as outlet information or where you would like the TVs set up. You can send additional information as an attachment if desired.

Internal: Project/Work Order#