



Telephone Services Work Order Form

*** REQUIRED**

*Please save & email form to
telephone.services@acadiau.ca*

*Name:	*Department:
*Date Requested (m/d/yy):	*Date Required (m/d/yy):
*Charge to GL Acct#:	*Dept Head Approval:
*Contact Name (extension): ()	

<p>Install line(s) for: -None- <i>(drop down box)</i> Phone jack* must be installed</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Bldg</th> <th>Rm #</th> <th>VoiceMail req'd</th> <th>X</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td>-Status-</td><td></td></tr> <tr><td>2</td><td></td><td></td><td>-Status-</td><td></td></tr> <tr><td>3</td><td></td><td></td><td>-Status-</td><td></td></tr> <tr><td>4</td><td></td><td></td><td>-Status-</td><td></td></tr> </tbody> </table> <p>Any additional information (use as much room as required):</p> <p><u>If for new staff, please complete the following:</u> (correspond to numbers above)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Name & Position</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table>		Bldg	Rm #	VoiceMail req'd	X	1			-Status-		2			-Status-		3			-Status-		4			-Status-			Name & Position	1		2		3		4		<p>Disconnect line(s) for: -None- <i>(drop down box)</i></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Extension</th> <th>Bldg</th> <th>Rm #</th> <th>VMail deleted</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td>-Status-</td></tr> <tr><td>2</td><td></td><td></td><td></td><td>-Status-</td></tr> <tr><td>3</td><td></td><td></td><td></td><td>-Status-</td></tr> <tr><td>4</td><td></td><td></td><td></td><td>-Status-</td></tr> </tbody> </table> <p><i>Please see that voice mail has been deleted.</i> Any additional information (use as much room as required):</p> <p><u>If disconnection is due to a staff member leaving, please complete the following:</u> (correspond to numbers above)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Name</th> <th>Leaving University</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td>-Status-</td></tr> <tr><td>2</td><td></td><td>-Status-</td></tr> <tr><td>3</td><td></td><td>-Status-</td></tr> <tr><td>4</td><td></td><td>-Status-</td></tr> </tbody> </table>		Extension	Bldg	Rm #	VMail deleted	1				-Status-	2				-Status-	3				-Status-	4				-Status-		Name	Leaving University	1		-Status-	2		-Status-	3		-Status-	4		-Status-
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Relocate line for: None *(drop down box)*
Phone jack* **must** be installed in new location

Ext #	From		To	
	Bldg	Rm	Bldg	Rm
	Bldg	Rm	Bldg	Rm
	Bldg	Rm	Bldg	Rm
	Bldg	Rm	Bldg	Rm
	Bldg	Rm	Bldg	Rm

*** If you require a telephone jack, please call the Physical Plant (585-1444)**
Any additional information (use as much room as required):

Other Repairs/Orders: (describe below on Page 2)



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Work Order Form**

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*Please save & email form to
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Telecommunications Use Only:

Authorized By:	Received By:
MTT Invoice #:	Cost Without Tax :

Other Repairs/Orders: