



WORK ORDER

INSTRUCTIONS: Use this form to order new installations or changes to existing telephone service. Please allow sufficient time for us to meet your required service date (item 3). Our service objectives are:
1 - 3 Lines 4 business days from receipt of work order
4 - 10 Lines 6 business days from receipt of work order
Over 10 Lines as determined by site survey
For assistance in completing this form, please call Telecommunications Service, Repair, and Training at 325-2214. Return the completed form to Telecommunications, 1 Lee Hall, Mail Stop 9507 or fax to 325-0694.

1. DEPARTMENT NAME: _____

2. DESCRIPTION OF WORK TO BE PERFORMED (INCLUDE LOCATION):

3. REQUIRED SERVICE DATE: _____

4. MAIN BILLING NUMBER: _____

5. LOCAL CONTACT:

NAME _____

PHONE NUMBER: _____

6. DOES THIS REQUIRE A CHANGE IN TELEPHONE LISTINGS IN THE CAMPUS DIRECTORY?

? YES ? NO

7. AUTHORIZATION:

Department Head *Date*

Dean or Director *Date*

TELECOMMUNICATIONS USE	
MSU Authorization Number	
SCB Contact	_____
Work Order Number	_____
Commitment Date	_____
Completion Date	_____