

## TELEPHONE SERVICES EQUIPMENT INSTALLATION AND/OR DISCONNECT WORK ORDER

Department _____	Address _____	MoCode _____ <small>(One MoCode per Work Order)</small>	Dept ID _____
Contact _____	Extension _____	Fax _____	Date _____
Authorization _____		2 <sup>nd</sup> Authorization (if required) _____	

INSTRUCTIONS: Please type or print. Complete all applicable sections. Forward to the attention of Telephone Services by campus mail to 451 Computer Center Building or by fax to X6007. For questions or special requests, please call Chris Boyer at X5582. A copy of the work order with billing charges will be returned to the department contact. For questions regarding billing, please call Claudia Griffin at X6051. Pricing structure located at [www.umsl.edu/technology/phones](http://www.umsl.edu/technology/phones).

INSTALLATION					For Office Use Only							
Equip Type <small>*See Below</small>	Room	Building	Select Features at right (Enter #'s Below)		Ext	TN	Cable Pair	Install Fee	One-Time Equip Cost	Rate Line Charge	Monthly Equip Cost	Monthly Line Charge
				1-Auto Dial 2-Call Waiting 3-Conf Call 4-Dial Intercom 5-Fwd All Calls 6-Fwd No Answer 7-Hold 8-Hunt on Busy 9-Park 10-Pick Up Group 11-Ring Again 12-Ring-Non Ring 13-Speed Calling 14-Transfer 15-Voice Mail <b>Default features are: 3, 5, 7, &amp; 14</b>								
							<b>TOTAL</b>					

DISCONNECT					Cable Pair	*Type Rental Returned** "If Out of the Plan"	Credit to Department "If In the Plan"
Ext	Room	Building	Disconnect Date	TN			
						<b>TOTAL</b>	

**Comments:**

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**DO NOT WRITE BELOW THE LINE**

Type of Plan (Check One)	* EQUIPMENT TYPE		
In the Plan    Notes 2,3	3903-4 Multi Line	3904-12 Multi Line	9316-Single Line w/Speaker + Caller ID
Out of the Plan    Notes 1,4	SLR-Single Line Red	SLW-Single Line Wall	LC-Line Charge
Grant    Notes 2,4	2WC-Two Wire Circuit	4WC-Four Wire Circuit	2616 - Display
Invoiced    Notes 2,4	Note 1 - Participants billed monthly for equipment rental		Note 2 - Participants billed a one-time charge for equipment
	Note 3 - Participants billed a one-time rate charge per extension installed		Note 4 - Participants billed monthly for line charges

Switch	Switchview	Verizon    ** <input type="checkbox"/> Picked up old phone.	O-Phone	Work Order #
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