



EmoryCard Services
Emory University
101 Boisfeuillet Jones Center
Atlanta, GA 30322
Tel: (404)727-6095
Fax: (404)727-4391

EMORYCARD SERVICES
NEW PROJECT/WORK ORDER REQUEST

NOTE: This request is NOT for EMERGENCY SERVICE or ROUTINE SERVICE/MAINTENANCE of existing equipment and systems.
Please go to http://help.emory.edu for other service requests

WORK ORDER INFORMATION

TODAY'S DATE: _____

*indicates required fields

Primary Point of Contact

*NAME: _____

*CONTACT PHONE NUMBER: _____

*EMAIL: _____

Secondary Point of Contact

*NAME: _____

*CONTACT PHONE NUMBER: _____

*EMAIL: _____

Dates Requesting EmoryCard Services

*Beginning Date(s): _____ *Completion Date(s): _____

*Services Needed (select all that apply)

- New install of equipment
Removal of equipment
Equipment move

*Details (please provide a detailed location and description)

Table with 16 empty rows for providing details.

EmoryCard Services Support: Work Orders will be accomplished as time permits. Please allow 10 business days from the date of request for completion of work requested. Upon completion of this form, save for your own records and then attach and e-mail the completed form to emorycard@emory.edu