



Duke departmental request for pager service

Fill out the form below and submit it to the Paging Office. Fax the form to 613-6476 or deliver it to Paging Office in Duke South (next to the Medical Center Bookstore), Mon. – Fri. 8:00 AM - 5:00 PM. For complete details, visit http://www.oit.duke.edu/phones-pagers/fac_staff/pagers/index.html.

General information (please complete in full / * Required Fields)

Pager number _____

Current date _____ *Date required _____

*Name of person placing order _____ *Tel. _____

*Cost center _____(CC, WB) Box number _____

Name of user, if different _____ *Unique ID _____

*Authorized Signature _____

*Print Full Name _____ *Tel. _____

New service (select service options below)

- Service options
- Option A: Duke pager; limited coverage (\$7.50)
 - Option B: Commercial vendor pager (select coverage below)
 - NC/SC (\$13.50)
 - Additional states**
 - One additional state (\$1.25)
 - Two additional states (\$2.25)
 - Three additional states (\$3.25)
 - Two-way pager; includes local and nationwide coverage (\$32.00)
 - Option C: Duke paging ID (970 number) only; no pager (\$5.00)

Change existing service

Upgrade/downgrade pager from _____ to _____

Change service from _____ to _____

Change cost center to _____

Lost/stolen/damaged pager (replacement fee applies)

Issue credit – lost pager found (bring form and pager to the paging office).

Disconnect (bring form and pager to the paging office).

** States that may be added: Georgia, Florida, Maryland, Tennessee, Virginia