ITS*erv*

Mailing List Service Request

Name: _____ ID No.: _____ Tel No.: _____

School/Dept: _____ Position: _____

Mailing List Name: _____

Service requested: ☐ Create ☐ Update ☐ Delete

For new mailing list only:

Purpose: _____

_____

Period Requested From: _____ To: _____
                                      (dd/mm/yy)   (dd/mm/yy)

Mailing List Administrator:

Name: _____ Position: _____

ID: _____ Tel No.: _____ Email: _____

List archives: ☐ Public ☐ Private

   Note: Public mailing list archives means that they will be accessible through web by anyone, and most likely indexed by search engines (e.g. Google)

Requestor's signature: _____ Date: _____

Approved by:

Signature: _____ Name: _____

Position: _____ Date: _____

For ITS*erv* only

Approved by:
Name: _____ Signature: _____ Date: _____

Job completed by:
Name: _____ Signature: _____ Date: _____

Doc. No.: _____