

USC INFORMATION SERVICES
COMMUNICATION SERVICE REQUEST

Send remaining copies to Dispatch Services, JEF 141, MC 0251, Fax# 740-7254. For questions or inquiries, call: 740-3814.

- University Park
- Health Science
- Other

PART 1: TO BE COMPLETED BY REQUESTING DEPARTMENT (PLEASE PRINT OR TYPE)

A. Requesting Dept: _____ Date _____

Use Acct: _____ Equip Acct: _____

Communications System involved: 5ESS Centrex Data Other

Requested Due Date: _____

B. LOCATION OF WORK TO BE DONE:

Bldg. name and room number(s) street Address _____

C. DETAILS:

Install new telephone set(s): Yes Quantity ___

Install new telephone number(s): Yes Quantity ___

Move existing telephone set(s): Yes Quantity ___

Change feature(s) only: Yes Quantity ___

Change location of existing telephone number(s) Yes Quantity ___

Completely disconnect and remove telephone set(s): Yes Quantity ___

Completely disconnect telephone number(s): Yes Quantity ___

D. PLEASE GIVE NARRATIVE OF COMMUNICATIONS WORK REQUESTED:

(Be sure to include outlet number, if available.)

Dept. Communications

Approved by: _____ Coordinator: _____

Authorized Signer

Email Address: _____

Building: _____ Room: _____ Mail Code _____

Title: _____ Telephone No. _____ FAX No. _____

PART II:

CSR NO.

PART III: CONFIRMATION (To be completed by TS)

Your C.S.R. has been tentatively scheduled for _____

We will advise if a change occurs. Call us at 03814 for status.

Cancellations and/or changes may be subjected to additional fees.