

Work Order #:

Building:

Rental Index/
Activity Code:

Completion Date:

ASAP Please
Specific Day Required

Install Index/
Activity Code:

NETWORK AND TELECOMMUNICATIONS

<https://service.uoregon.edu> ("Request Help...", then "Telephones...") - Phone: 541-346-6387 (x6-NETS)

Coordinator (Reg/Alternate):

Extension:

Department:

Special Access Information:

Coordinator Signature: _____

Action	Date	Approval Initials	Time Charged	Charges	Comments:
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Order Received <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Assignments <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Copy Work <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Voice Mail <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Switch <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CMS <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Labor/Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Materials/Notes

Vendor #1

Vendor #2

Vendor #3

Close Out/Call Back

Total Billed:

Check here if this order assists in making NTS services accessible to individuals with disabilities.