

# New Telephone Extension Request Form v4



User Details: (Please list all employees that will use this extension)								Location:		
Ext	Title	Name	Dept	Email Address	Job Title	Staff No	Calls*	Building	Floor	Room No
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

\*Type of Calls Required: Internal (1) / Local (2)/ National (4)/ National excluding Mobile Telephones (8) / International (0830-1800 Mon-Fri) (27) / International (anytime) (29)

Departmental Authorisation: (for all extensions listed)						
	Title	Name	Dept	Email Address	Job Title	Account Code
1. Installation						
2. Call Charges						

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IT & Computing Services Use Only:

Extension:	1	2	3	4	5	6	7	8	9	10	
Extension Number(s) Allocated:											
Voice Panel Number(s):											(If structured)
Port(s) to Connect:											(If structured)
Order Number:				Additional Information:							
Date:											