**Telecoms New Service Request Form**

Please fill out the following form for any new services which require a new extension number. Once complete please attach the filled out form to a request at the IT Self Service Portal – located here:

[www.exeter.ac.uk/ithelpdesk](https://universityofexeteruk.sharepoint.com/sites/ITSM/)

If you require two separate services please complete two separate forms and send as one email. An example would be wanting to order the Basic Service and Standard Service.

Any consumables such as extension leads, handset etc please contact the ITHelpDesk along with a Cost Code or PO Number.

|  |  |
| --- | --- |
| **Item (s) including quantities**  See [pricing page](http://as.exeter.ac.uk/it/telephony/pricing/) for available items. | Choose an item. |
| **Total cost** |  |
| **Cost code for order** |  |

Please now enter details for each user of the new service. If you have multiple quantities please copy and paste the form for each user of the new service.

|  |  |
| --- | --- |
| **First name** |  |
| **Last name** |  |
| **Email address**  Exclude if non-staff member e.g. reception, foyer etc |  |
| **Position / Job title** |  |
| **Employee number**  Exclude if non-staff member e.g. reception, foyer etc |  |
| **School or Service** |  |
| **Sub Departments** |  |
| **Cost code to be used for line rental** |  |
| **Cost code to be used for line purchase** |  |
| **Location including building and room number** |  |