

# Telephone Service Request

## Departmental Information - Section #1

Date:

Department Name:  Email address:

Contact Person:  Contact Telephone No.:

(must be a working number)

Business Unit #:  \*Six digit account number (General or External Funds)

Physical Address:   
(Current)

(Street Address, Highway, Route Number, Building number or name)

Requestor's Name:  Supervisor's Name:

Requestor's Signature:  Supervisor's Signature:

## Type of Service Requesting - Section #2

- New Installation(s) \*complete section #3
- Line Move(s) \*complete section #4
- Reconnection of Line \*complete section #3
- Voice Mail Services \*complete section #6
- Programming of line/equipment \*complete section #7
- Disconnection \*complete section #8
- Repair/Maintenance \*complete section #9

## Additional Information for Type of Service Requested Above

### For New Installation(s)/Reconnection of Line - Section #3

Circle Type of Service: Centrex or Key System

Circle Type of Telephone Line: Single or Business (Specify type of telephone line(s))

Circle Type of telephone set: **Single sets** - M9125 (speaker phone), Quantity \_\_\_\_ OR  
(conference phone), (with display screen or without), Quantity \_\_\_\_.  
**Business set** - M5316, Quantity \_\_\_\_ \*keysheet will need to be completed  
(Telephone sets have to correspond with type of telephone line selected.)

Dialing Standard 48 states

Additional Calling Features:

(View website: [www.nntu.navajo-nsn.gov](http://www.nntu.navajo-nsn.gov) for calling features)

Floor Plan:  (attach to telephone service form) \*Please mark where new line with be installed

### For Line Move(s): - Section #4

Circle Type of Line Move: Internal or External

Provide New Physical Address:

Floor Plans:  Current location of line(s)  New location of line(s)  
(Please attach the two floor plans to the Telephone Service Form)

**Voice Mail Services - New & Existing (Prohibited on main telephone number) - Section #6**

Affected Telephone Number:

User's Full Name:

User's Job Title:

Justification: (Why service is required)


**Programming of line/equipment: - Section #7**

Specify telephone calling feature(s): (View website: [www.nntu.navajo-nsn.gov](http://www.nntu.navajo-nsn.gov) for calling features)


**Disconnection: - Section #8**

Identify Telephone Number(s):

**Repair/Maintenance of Existing Telephone Services: - Section #9**

Specify Telephone Number:

Type of Repair and Maintenance:

**Navajo Nation Telecommunication & Utilities Staff Use Only**

Date Submitted to Frontier Communications: \_\_\_\_\_ Service Order No.: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_