

IOWA STATE UNIVERSITY

Helping you become your best.

Information Technology Services Networks and Communications

271 Durham Center
Ames, IA 50011-2253
Telephone: 515-294-8565
Fax: 515-294-5050
Email: support@iastate.edu

For Office Use Only

Install Work Order # _____

Disc Work Order # _____

Account # _____

IP Requested _____

Email Exception _____

Construction Service Order



Contact Person: _____

Telephone#: _____

Company Name: _____

Fax#: _____

Billing Address: _____

Email: _____

ISU FP&M Project Manager: _____

Location/Building: _____

Ethernet service (within campus building)

ADSL service (to trailer outside of campus building)

Number of telephone lines needed: _____ Number of sets needed: _____

Long distance access: Yes No Voicemail: Yes No

Installation date: _____ (Order must be received more than 5 working days before install date.)

Tentative disconnect date: _____ (You will be notified to confirm disc before we disc.)

Special Instructions:

Note: Lightning may damage equipment connected to a power source or a communications jack. This office is not liable for damage caused by electrical storms. Surge protectors will not guarantee protection. We recommend that you disconnect both the power cord and communications cable during electrical storms.

Signature _____ Date _____

If your company is tax-exempt, please provide tax-exempt documentation.