

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 # _____

Special Events Order Form

Contact Person _____

Telephone # _____

Company Name _____

Fax # _____

Billing Address _____

Email _____

Event _____

Location/Building _____

Number of telephone lines needed _____ Number of sets needed _____

Long distance access: Yes No

Date of event _____

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

Disconnect date _____

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.