

# Construction Service Request

## Information Technology Services

191 Durham Center

515-294-8565; Fax 515-294-5050 (support@iastate.edu) *(Sending this form as an e-mail attachment is the preferred method.)*

Company Name \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_  
Billing Address \_\_\_\_\_  
Account # \_\_\_\_\_

ISU FP&M Project Manager \_\_\_\_\_ Location/Building \_\_\_\_\_

Data Request  Ethernet service  
 ADSL service  
 Other *(Please specify in Special Instructions box below.)*

Voice Request # of telephone lines needed \_\_\_\_\_  
# of sets needed \_\_\_\_\_

Long distance access?                      Voice mail?                      Fax needed?  
 Yes       No                       Yes       No                       Yes       No

Installation date \_\_\_\_\_ *(Order must be received 5 working days before install date.)*

Tentative disconnect date \_\_\_\_\_

Special Instructions:

**Note:**

Lightening may damage equipment connected to a power source or a communication jack. Information Technology Services 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 communication cables during electrical storms.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**For ITS Use only** Order \_\_\_\_\_ Spec I \_\_\_\_\_ Print \_\_\_\_\_ Email \_\_\_\_\_ Spec II \_\_\_\_\_ Closed \_\_\_\_\_