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***Municipal Telephone Service
Telephone Service Request Form***

The form shown below contains all necessary instructions for completion:

CITY OF BALTIMORE MUNICIPAL TELEPHONE EXCHANGE		TELEPHONE SERVICE REQUEST	
LG _____	BAC _____	<i>Office Use Only</i>	
AGENCY INSTRUCTIONS: 1. BEGIN ALL ENTRIES WITHIN THE SHADED INPUT BOXES 2. FORWARD TO MUNICIPAL TELEPHONE EXCHANGE MAY ONLY BE USED FOR REQUESTING SERVICE AT 1 ADDRESS AND CHARGING 1 B/A NUMBER			
AGENCY NAME		REQUEST DATE	15 DIGIT ACCOUNT TO BE BILLED
DEPARTMENT/BUREAU		ADDRESS WHERE WORK IS TO BE PERFORMED	
ADDRESS			
AUTHORIZED OFFICIAL	PHONE	PRIMARY CONTACT AT ABOVE ADDRESS	PHONE
ACTION REQUESTED: NEW SERVICE <input type="checkbox"/> CHANGE <input type="checkbox"/> MOVE <input type="checkbox"/> REPAIR <input type="checkbox"/> DISCONNECT <input type="checkbox"/>		PROVIDE THE LINE NUMBER TO BE WORKED ON (IF CHANGING NUMBERS, ENTER THE CHANGE-TO NUMBER, FOR A NEW NUMBER, ENTER 0000000)	
DETAILED DESCRIPTION OF WORK TO BE DONE			
<small>SHADED BOX WILL EXPAND WITH ENTRY. TO CREATE A LINE RETURN WITHIN THE SHADED DATA ENTRY BOX, USE SHIFT-ENTER.</small>			
FOR REPAIR REQUESTS ONLY			
HOURS OF ACCESS:			
WAS THIS TROUBLE REPORTED WITHIN THE LAST WEEK? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DID A TECHNICIAN SHOW UP ON THAT TROUBLE? <input type="checkbox"/> YES <input type="checkbox"/> NO WHAT INFORMATION DID THEY GIVE YOU?			
<small>NOTE: NO TELEPHONE COMPANY ORDERS ARE TO BE INITIAED OR MODIFIED EXCEPT ON THE DIRECT AUTHORITY OF THE DIRECTOR OF COMMUNICATION SERVICES (410.396.4926)</small>		<small>* ALL ORDERS ARE TO BE NORMAL DATE DUE UNLESS OTHERWISE NOTED ABOVE * ANY CENTREX LINE DISCONNECTED IS TO BE WIRED TO 410.396.3100 INTERCEPT UNLESS OTHERWISE NOTED</small>	