



## Request for New Office Phone Installation

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Requestor's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Requestor's Office: \_\_\_\_\_

Installation location: \_\_\_\_\_

Number of phones required: \_\_\_\_\_

Account to be charged: \_\_\_\_\_

Phone device costs: Baht 3,500/device  
ATA device (for Fax): Baht 8,500/device

Installation charge: Baht 500/phone

Additional options:            LAN Installation (Baht 2,500/point)    Number required: \_\_\_\_\_  
(Please tick)                    Power Injector (Baht 2,000/each)            Number required: \_\_\_\_\_  
   Power Adapter (Baht 300/each)            Number required: \_\_\_\_\_

Requestor's signature: \_\_\_\_\_ Approved by Dean/FoS Coordinator/Head

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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### For ITServ Only

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Doc. No. \_\_\_\_\_

MAC address: \_\_\_\_\_ Phone Number: \_\_\_\_\_