



**AIT**  
ASIAN INSTITUTE OF TECHNOLOGY

***ITServ***

## 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:

3905 (Black): Baht 3,500

Installation charge: Baht 500/phone

Additional options (please tick):

☐ ATA device (for Fax): 8,500

☐ LAN Installation: Baht 3,000/point

☐ Power Injector: Baht 2,000

☐ Power Adapter: Baht 300

Requestor's signature: \_\_\_\_\_

Approved by Dean/Director/Head \_\_\_\_\_

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

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

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### For ITServ Only

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

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