



Request for New Office Phone Installation

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: _____

For ITServ Only

Approved by: _____ Date: _____ Doc. No. _____

MAC address: _____ Phone Number: _____