



Telecommunications Service Request

For changes to system, renovation, wiring and remodeling, call x5-5800 or email to telecom@rit.edu

For Data activations call ITS Helpdesk at x5-4357 or email to services@rit.edu

Service Request No. _____
Dept. Name _____
Submitted by _____
email address _____
Date _____
Phone No. _____
Acct. No. Rental _____
Acct. No. Installation _____

Cost Estimate Only Perform Work
Retain pink for your files. Mail all other copies to:

Telecommunications Services
136 Lomb Memorial Drive
Rochester, NY 14623

Service Requested (attach sketch for new wiring)

Authorizing Signature _____ Date _____

Cost Estimate (completed by Telecommunications Services)

Signature _____ Date _____ Total _____

Actual Cost (completed by Telecommunications Services)

Total _____