**Fixed Line Telephone Application Form**

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| --- | --- | --- | --- | --- | --- |
| Applicants Name: |  | | | | |
| Department /Unit: |  | | | | |
| Reason for requiring a University phone | | | | | |
|  | | | | | |
| Are you applying for a standard handset? | | Yes |  | No |  |
| Location where phone is required | | Building | | Room No. | |
|  | |  | |  | |

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| --- | --- | --- | --- | --- | --- | --- |
| If requesting a non-standard handset, this section must be completed. Please state reason(s) below. | | | | | | |
|  | | | | | | |
| Is voicemail required? | Yes | | | No | | |
| Access level required | Internal Only | Local | Local + mobile | | National | International |
|  |  |  |  | |  |  |

|  |  |
| --- | --- |
| Installation Cost (exc. wiring; inc. standard handset) | \*\* |
| Please supply full cost code, for above |  |

|  |  |
| --- | --- |
| Applicants must be authorised by Head of Dept | |
| Head of Dept Member: |  |
| Print Name: |  |
| Date: |  |

\*\* Cost as of 2/2/10 - €200

Buildings & Estates

