**REQUEST FOR ADDITIONAL PHONE LINES**

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| **JOB REQUESTED BY:** |  |  |  |  |  |  |
| Name: | Ext.no: | Location: | Dept: | Room no: | Date: |  |
|  |  |  |  |  |  |  |
| **LOCATION OF NEW LINES** |  |  |  |  |  |  |
| Building: | Department: | Room no: | Phone type required (Std, Digital or IP): | No. of lines required: | No. of spare phone sockets available in location (include socket no.s if available): | Is socket live?  Y/N |
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**Cost Code for monthly call charges/ line rental:**

**Cost Code for Installation Works:**

**NB The cost for installing a digital phone line and supplying a digital telephone is £200, prices for IP phones vary depending on specification.**

**Email completed forms to: Telexchange@kent.ac.uk**

**Incomplete/ incorrect request forms may be returned**