**REQUEST FOR IP PHONES - MEDWAY**

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| --- | --- | --- | --- | --- | --- |
| **JOB REQUESTED BY:** |  |  |  |  |  |
| Name: | Ext.no: | Location: | Dept: | Room no: | Date: |
|  |  |  |  |  |  |
| **DETAILS OF NEW PHONES** |  |  |  |  |  |
| Username/directory assignment: | Building: | Department: | Room no: | Phone type required (if not Mitel 5312): | **Floor port/ network socket no:** |
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|  |  |  |  |  |  |

Cost Code:

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**NB. Prices for IP phones approximate to £200 including user licence but will vary depending on specification.**

**Email completed forms to:** [**Telexchange@kent.ac.uk**](mailto:Telexchange@kent.ac.uk)

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