|  |  |  |  |
| --- | --- | --- | --- |
| 624 N Marine Corps Dr., Tamuning, GU 96913Phone 671.644.1000 Fax 671.644.4776 | WORK ORDER REQUEST | **UOG** |  |
| DATE SUBMITTED |  |  |
| AMOUNT ENCUMBERED |  |  |
|  |
| **WORK ORDER REQUEST** |
| **Requested By:** |
|  |  |  |  |  |
| Division/Department | Authorized by: (Print Name & Title) | Signature of Approval | Date | Contact Number |
| *Diane Cruz, WPSII* |  |  |  |  |
| Facilities & Utilities Division | Approved by: (Print Name & Title) | Signature of Approval | Date | UOG Account Number |
|  |  |  |  |  |
| Certifying Officer | Approved by: (Print Name & Title) | Signature of Approval | Date |  |
|  |  |  |  |  |
| Comptroller | Approved by: (Print Name & Title) | Signature of Approval | Date  |  |
| **TYPE OF SERVICES REQUESTED** |
|  |  | New Installation |  | Inside Move |  | Change Equipment |  | Additional Features |  |  |
|  |  |  |  |  |
|  |  | Relocation |  | Programming |  | New Instruments |  | Others |  |  |
|  |  |  |  |  |
|  |
| **ONE TIME CHARGES**Federal & Local Taxes applied where applicable and may not be included in the amount provided below |
|  |  | New Installation $98.80(see monthly charges below)  |  | Change Equipment |  | Additional Features | (Quote Required) |
|  |  |  |  |
|  |  | Relocation $62.40 |  | New Instruments |  | Others | (Quote Required) |
|  |  |  |  |
|  |  | Inside Move $36.40 |  |  | M5316 Exe Model | $275  |  |  |  |
|  |  |  |
|  |  | Programming $65.00 |  |  | M5112 Dig Phone | $112 |  |  |  |
|  |  |  |
|  |  |  |   | $70  |  |  |  |
|  |  |   | 9116 Single Line |
|  |  |  |  |  | 9120 2 Lines | $120 |  |  |  |
|  |
|  |
| **MONTHLY RECURRING CHARGES**Federal & Local Taxes applied where applicable and may not be included in the amount provided below |
|  | Basic single Multi-Line | $  | 22.00 |  | Meridian Centrex Group | $ | 15.60 |  |
|  | Simple Inside Wire Maintenance | $ | 3.00 |  | Simple Inside Wire Maintenance | $ | 3.00 |  |
|  | Surcharges |  |  |  | Surcharges |  |  |  |
|  |  | Subscriber Line Charges | $ | 9.20 |  |  | Subscriber Line Charges | $ | 9.20 |  |
|  |  | Universal Service Charge / 911\* | $ | 3.08 |  |  | Universal Service Charge / 911 \* | $ | 3.08 |  |
|  |  |  ARC ( Multi Line ) | $ | 3.00 |  |  | LNP End Charges | $ | 3.00 |  |
|  | Estimated Total | $ | 40.28 |  | Estimated Total | $ | 31.00 |  |
|  \*Rates are subject to change at anytime in accordance with USC regulated charges |
| **PHYSICAL ADDRESS & POINT OF CONTACT TO DELIVER SERVICES** |
| **Physical Address to deliver Services** | **Point of Contact** |
|  |  |  |
| Department | Bldg. Name | Room No. | Floor | Street Name | Name of Point of Contact | Telephone Number |
|  |
| **Brief Summary – Work Description** |
|  |
|  |
|  |
|  |
| *Should there be any services not on this form, please contact the following for a price quotation* |
| **Leah D. S Superales****Account Manager**Direct 671.644.0132Mobile 671.487.2596Fax 671.644.0103Email: leah@gta.net |