

# OTZ Telephone Cooperative, Inc.

P.O. Box 324  
346 Tundra Way  
Kotzebue, Alaska 99752  
(907) 442-3114 or 1-800-478-3111  
Fax: (907) 442-2123

## WORK REQUEST FOR BUSINESS MEMBERS

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Phone No.: (907) \_\_\_\_ - \_\_\_\_ Service Order No.: \_\_\_\_\_

Business's Name: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Contact #/& Ext.: \_\_\_\_\_

Location: \_\_\_\_\_

### WORK REQUESTED

\_\_\_\_ Change Class of Service: From: \_\_\_\_\_ To: \_\_\_\_\_  
(Direct Dial, 0+, Local Only, Call Waiting, Call Forwarding, Block 900, Accept / Deny Collect, Accept / Deny 3rd Party, CCR Line, Caller ID)

\_\_\_\_ Disconnect / Relocate: From: \_\_\_\_\_ To: \_\_\_\_\_  
Do we need to install wire & jacks at your new premise? Yes \_\_\_\_ No \_\_\_\_  
Date of relocation: \_\_\_\_\_

\_\_\_\_ Add Extension(s) to existing Service:  
Is there a jack at the location? Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_ Discontinue Services:  
Forwarding Address: \_\_\_\_\_  
Did you return leased equipment (if applicable) ? Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_ Add additional lines:  
How many lines? \_\_\_\_ Rollover capability: \_\_\_\_ Secondary: \_\_\_\_

\_\_\_\_ Purchase phone equipment:  
Key. System: \_\_\_\_ PBX System: \_\_\_\_ Single line phones: \_\_\_\_  
2 line w/hold phone: \_\_\_\_ Cordless: \_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_ Change Long Distance Carrier: From: \_\_\_\_\_ To: \_\_\_\_\_

Comments regarding service requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_