

# 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: \_\_\_\_\_

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