

Navajo Nation Telecommunication & Utilities Department
Telephone Service Request

Departmental Information

Department Name: Date:
Contact Person: Contact Telephone No.:
Business Unit #:
Physical Address:
(Current)

(Street Address, Highway, Route Number, Building number or name)
Requestor's Name: Supervisor's Name:
Requestor's Signature: Supervisor's Signature:

Type of Service Requesting

- New Installation(s) Voice Mail Services Repair/Maintenance
 Line Move(s) Programming of line/equipment
 New Equipment Purchase Disconnection

Additional Information for Type of Service Requested Above

For New Installation(s):

Circle Type of Service: Centrex or Key System

Circle Type of Telephone Line: Single or Business (Specify if ordering both type of telephone lines)

Circle Type of telephone set: **Single sets** - M8009 (basic), Quantity ____ OR

M9316 (speakerphone), Quantity ____.

Business set - M5316, Quantity ____.

(Telephone sets have to correspond with type of telephone line selected.)

- Choose one Dialing Option: Station-to-station Four States
 Local Western States
 Arizona 48 States

Additional Calling Features: (View website: www.nntu.navajo-nsn.gov for calling features)

Floor Plan: (attach to telephone service form)

For Line Move(s):

Circle Type of Line Move: Internal or External

Provide New Physical Address:

- Floor Plans: Current location of line(s) New location of line(s)
(Please attach the two floor plans to the Telephone Service Form)

New Equipment Purchase:

Choose type(s) of Equipment: (View website: www.nntu.navajo-nsn.gov for available equipment)

Indicate Telephone Number for Equipment Replacement:

- Quantity: _____ Telephone sets Model No. _____
- Quantity: _____ Base cords Indicate Type _____
- Quantity: _____ Receiver cords Indicate Type _____
- Quantity: _____ Power Boxes Indicate Type _____
- Quantity: _____ Headsets

Voice Mail Services - New & Existing (Prohibited on main telephone number)

Affected Telephone Number:

User's Full Name:

User's Job Title:

Justification: (Why service is required to perform their duties and responsibilities)

Programming of line/equipment:

Specify telephone calling feature(s): (View website: www.nntu.navajo-nsn.gov for calling features)

Disconnection:

Identify Telephone Number(s):

Repair/Maintenance of Existing Telephone Services:

Specify Telephone Number:

Type of Repair and Maintenance:

Navajo Nation Telecommunication & Utilities Staff Use Only

Submitted to Frontier Communications on: _____

Remarks: _____

