STATE OF NEW YORK – EXECUTIVE DEPARTMENT
OFFICE FOR TECHNOLOGY
DIVISION OF TELECOMMUNICATIONS

# TELEPHONE SERVICE ORDER – DIGITAL CENTREX ONLY



| AGENCY | DIVISION | LOCATION | AGENCY CODE | SUB-AGENCY CODE | (OFT Use) | OFT ORDER NO.: |
|---|---|---|---|---|---|---|
| | | | | | | TELECO. ORDER NO.: |
| | | | | | | VENDOR ORDER NO.: |

| AUTHORIZED REPRESENTATIVE | | | | ON-SITE CONTACT | | | DATE | DUE DATE | COMP. DATE | APPROVED BY |
|---|---|---|---|---|---|---|---|---|---|---|
| Signature: | | Phone: | | | Phone: | | | | | |
| Print Name: | | Fax: | | | Fax: | | | | | *For the Director of Telecom.* |

| 1 | 2 | 3 | | 4 | 5 | 6 | 6 | 7 | 8 | 9 | 10 | | 11 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| EXT NO. | NAME AND ROOM NO. | ACTION *(Check box)* | | LINE TMT / COS | CALL FORWARDING BUSY | CALL FORWARDING NO ANS. | CALL PICKUP | VOICE MAIL | DIAL "0" TO | TYPE OF SET | CABLE REQD? CAT 3 | CABLE REQD? CAT 5 | REMARKS / MOVE TO LOCATION |
| | | Move ☐ | ADD | | | | | | | | | | |
| | | Add New ☐ | DELETE | | | | | | | | | | |
| | | Remove ☐ | RETAIN | | | | | | | | | | |
| | | Modify ☐ | | | | | | | | | | | |
| EXT NO. | NAME AND ROOM NO. | ACTION *(Check box)* | | LINE TMT / COS | CALL FORWARDING BUSY | CALL FORWARDING NO ANS. | CALL PICKUP | VOICE MAIL | DIAL "0" TO | TYPE OF SET | CABLE REQD? CAT 3 | CABLE REQD? CAT 5 | REMARKS / MOVE TO LOCATION |
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| | | Remove ☐ | RETAIN | | | | | | | | | | |
| | | Modify ☐ | | | | | | | | | | | |

Submit forms for: **NYC, Suffolk** via e-mail to: telecom.downstate.orders@oft.state.ny.us ***or*** mail/fax to: NYS OFT Telecommunications; 250 Broadway, Rm. 2005; New York, NY 10007; *Fax:* 212-417-4804; and forms for **Capital District, Endicott, Syracuse** via e-mail to: telecom.upstate.orders@oft.state.ny.us **or** mail/fax to: OFT Telecom. Order Entry Unit; Swan St. Bldg., Core 4, Fl.3, Rm.3403; Albany, NY 12223; *Fax:* 518-486-4085