

Please complete this form and email to townsvilleswitch@jcu.edu.au

User Details:

Name _____ Initials _____ Title _____
Position Description _____
Division/Faculty _____
Department / School _____
Extension No. _____ Room Number _____ Building _____

Work to be Carried Out

Alterations

Relocate Outlet No. ___ From Room No ___ Building ___ to Room No ___ Building ___
Relocate Outlet No. ___ From Room No ___ Building ___ to Room No ___ Building ___
Relocate Outlet No. ___ From Room No ___ Building ___ to Room No ___ Building ___
Relocate Outlet No. ___ From Room No ___ Building ___ to Room No ___ Building ___
Relocate Outlet No. ___ From Room No ___ Building ___ to Room No ___ Building ___

Attach separate sheet for more outlets

New Installation

Install new comms outlet in:

Room Number _____ Building _____
Room Number _____ Building _____
Room Number _____ Building _____
Room Number _____ Building _____
Room Number _____ Building _____

Account Details

Give posting code for charging for: Installation Cost _____.

Authorisation

Authorised by Head of School, or authorised signatory: _____
(Name - please print)

Signature _____
Date _____