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PH (818) 407-1986 FX (818) 407-0983

TENANT TELECOMMUNICATION SERVICES

O'Bryant Electric is the Required Provider for all Vertical Riser cabling and the Preferred Provider for all your additional telecommunication needs: In-suite Voice & Data Cabling – System Design & Installation – Circuit Extensions – Relocations – Adds – Changes – Data Networking Services.

WORKSHEET TO REQUEST SERVICE

Please print these two (2) pages and complete Steps 1 through 6 to request service. Please have this information available EACH time you request cabling installations and/or service.

Step 1: Contact your telecommunications provider (Verizon, MCI, Sprint, etc) and order the type (voice-fax-data-T1) and quantity of line(s) required

Telecommunications Provider _____

Telephone: _____ Rep. Name _____

Step 2: Provider will give you an **installation date**

Installation date _____

Step 3: Provider will give you a **circuit number** and **binding post number** for each **new phone number**. This information is required to perform work and should be noted as follows: *(List additional information on page 2)*

New Phone Number	Type	Circuit No.	Binding Post No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**** If this is an F/T order, please provide cut over date & time: _____ ****

Step 4: Contact O'Bryant Electric to provide your Provider's installation date (Step 2)

Telephone (818) 407-1986 Ask for DENISE or RINA

Step 5: Complete the Fax Transmittal Section on Page 2

Step 6: Submit details of service needed per information noted in Step 3

Fax (818) 407-0983 Attn: DENISE or RINA

Upon receipt of your request, O'Bryant Electric will provide you with a cost estimate for the work. Work will be confirmed and scheduled following receipt of written authorization to proceed.

