



Duke departmental request for pager service

Fill out the form below and submit it to the OIT Service Center. Fax the form to 668-3098 or deliver it to 200 Facilities on Coal Pile Drive on West Campus (next to the Medical Center Card Office), Mon. – Fri. 8:00 AM - 5:00 PM. For complete details, visit http://www.oit.duke.edu/phonespagers/fac_staff/pagers/index.html.

General information (please complete in full)

Pager number _____
 Current date _____ Date required _____
 Name of person placing order _____ Tel. _____
 Cost Element (must include CC, WB, or PC) _____ Box number _____
 Name of user, if different _____ Unique ID _____
 Is user a Duke employee? Yes No*
 *If you answered “No,” contact Duke University Procurement Services (681-5900) for approval.
 Department _____ Tel. _____
 Authorized signature _____

New Service (select service options below)

Service Options

- Option A: Duke pager; limited coverage (\$9.50)
- Option B: Duke pager, extended coverage (select coverage below)
 - NC/SC (\$13.50)
 - Additional states**
 - One additional state (\$1.25)
 - Two additional states (\$2.25)
 - Three additional states (\$3.25)
 - Two-way pager; includes local and nationwide coverage (\$32.00)
 - Option C: Duke paging ID (970 number) only; no pager (\$5.00)
- Change existing service**
 - Upgrade/downgrade pager from _____ to _____
 - Change service from _____ to _____
 - Change Cost Element (must include CC, WB, or PC) _____
- Lost/stolen/damaged pager (replacement fee applies)**
- Issue credit – lost pager found**
- Disconnect**

**States that may be added: Georgia, Florida, Maryland, Tennessee, Virginia