

OTZ Telephone Cooperative, Inc.

P.O. Box 324
346 Tundra Way
Kotzebue, Alaska 99752
(907) 442-3114 or 1-800-478-3111
Fax: (907) 442-2123

WORK REQUEST FOR BUSINESS MEMBERS

Date: ___ / ___ / ___ Phone No.: (907) ___ - ___ Service Order No.: _____

Business's Name: _____

Authorized By: _____ Contact #/& Ext.: _____

Location: _____

WORK REQUESTED

___ Change Class of Service: From: _____ To: _____
(Direct Dial, 0+, Local Only, Call Waiting, Call Forwarding, Block 900, Accept / Deny Collect, Accept / Deny 3rd Party, CCR Line, Caller ID)

___ Disconnect / Relocate: From: _____ To: _____
Do we need to install wire & jacks at your new premise? Yes ___ No ___
Date of relocation: _____

___ Add Extension(s) to existing Service:
Is there a jack at the location? Yes ___ No ___

___ Discontinue Services:
Forwarding Address: _____
Did you return leased equipment (if applicable) ? Yes ___ No ___

___ Add additional lines:
How many lines? ___ Rollover capability: ___ Secondary: ___

___ Purchase phone equipment:
Key System: ___ PBX System: ___ Single line phones: ___
2 line w/hold phone: ___ Cordless: ___ Other: _____

___ Change Long Distance Carrier: From: _____ To: _____

Comments regarding service requested: _____

