Duke departmental request for pager service

Fill out the form below and submit it to the Paging Office. Fax the form to 613-6476 or deliver it to Paging Office in Duke South (next to the Medical Center Bookstore), Mon. – Fri. 8:00 AM - 5:00 PM. For complete details, visit http://www.oit.duke.edu/phones-pagers/fac_staff/pagers/index.html.

General information (please complete in full / * Required Fields)

Pager number ______________________________

Current date ________________________________  *Date required _________________________

*Name of person placing order ________________________________  *Tel. ______________________

*Cost center ________________________________(CC, WB)  Box number ___________________________

Name of user, if different ___________________________________  *Unique ID __________________

*Authorized Signature _______________________________________________________________________

*Print Full Name _______________________________________________  *Tel. _______________________

New service (select service options below)

Service options

0 Option A: Duke pager; limited coverage ($7.50)
0 Option B: Commercial vendor pager (select coverage below)
  0 NC/SC ($13.50)
  0 Additional states**
    0 One additional state ($1.25)
    0 Two additional states ($2.25)
    0 Three additional states ($3.25)
  0 Two-way pager; includes local and nationwide coverage ($32.00)
0 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 center to ______________________________

Lost/stolen/damaged pager (replacement fee applies)

Issue credit – lost pager found (bring form and pager to the paging office.

Disconnect (bring form and pager to the paging office.

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

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