

Georgetown University  
University Information Services  
**Data Service Order**  
Return completed forms to:  
UIS Customer Service  
St. Mary's Hall  
or by fax: 202/687-1991

Contact person for planning and coordination:

*This person should have full knowledge of the work that needs to be completed.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_  
(No abbreviations)

Authority to bill your cost center for applicable charges:

Cost Center: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

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Check all that apply:

Is there a corresponding voice order?                      Yes              No

Do you have a floor plan?                      Yes              No  
(A floor plan is required for orders of 10 or more stations  
showing the locations of each jack and its number.)

Do you want an estimate before we start work?              Yes              No

New data network connection type:

\_\_\_\_\_ GUNET: Provides access to the many resources available on the Wide  
Area Network (WAN) including Mainframe Computing, Internet, E-mail,  
and various libraries.

\_\_\_\_\_ ISN: Connections to Information Systems Network will only be considered  
if no access is available via GUNET.

Special Instructions:

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For assistance completing this form, call 202/687-4800.

