



## Activating or Disconnecting Connections

Enclosing sketches or blueprints of the job site enhances our ability to serve you.

Building & Room # (required)	Associated Phone # (required)	Existing Jack # or write "New"	Activate or Disconnect (if disconnect, provide data circuit #)	Equipment Type	LDF Info (Internal Use Only)

Special Instructions (including circuit type if other than Ethernet and interface equipment needs) \_\_\_\_\_

**See reverse side for moving or changing connections.**

## Moving or Changing Connections

Enclosing sketches or blueprints of the job site enhances our ability to serve you.

Existing Building & Room # (required)	Existing Circuit #	Existing Jack #	LDF Info (internal use only)	Proposed Building & Room # (required)	Proposed Circuit #	Proposed Jack # (required)	LDF Info (internal use only)

Special Instructions (including circuit type if other than Ethernet and interface equipment involved) \_\_\_\_\_