

SERVICE ORDER FORM



T.C.B. 3

Revised 2009

TELEPHONE/TELEFAX/TELEX

1. Full name.....
2. Address
3. Nationality Occupation Contact Number
4. Identity/Passport No Monthly Income
5. Service Required: **PREPAID:** Gold Service ☐ Silver ☐ service **POSTPAID** ☐ Gold Service ☐ Silver Service ☐
(Tick whichever is applicable) (International & National Calls) (National & Local calls)

Complete column (1), (4) and (5) for new service, and all columns for transfer of an existing service
 On transfer a change of telephone number may be necessary.

	(1)	(2)	(3)	(4)	(5)
Item	No. Req'd	Move from Stand/Plot/House	Telephone numbers or extension numbers to be moved from column (2)	Provide at Stand/Plot/House	Show telephone number of any existing service at the Location in column (4)
Telephone Lines					
Extension Lines					

6. Facilities required: *(tick whichever applicable)*
- | | | | | | | | |
|------------------|--------------------------|-----------------|--------------------------|------------------|--------------------------|---------------------|--------------------------|
| 3- way calling | <input type="checkbox"/> | Hotline Service | <input type="checkbox"/> | Wake me-up | <input type="checkbox"/> | Abbreviated dialing | <input type="checkbox"/> |
| Do not disturb | <input type="checkbox"/> | Call barring | <input type="checkbox"/> | Repeat last call | <input type="checkbox"/> | Call transfer | <input type="checkbox"/> |
| 3-way conference | <input type="checkbox"/> | Call waiting | <input type="checkbox"/> | Call diversion | <input type="checkbox"/> | Toll Free | <input type="checkbox"/> |
| SMS | <input type="checkbox"/> | Voice Mail | <input type="checkbox"/> | | | | |

7. List other facilities required

8. For transfer of existing service only. Date transfer requiredIf transfer cannot be effected by due date, should

Service be suspended? If so, from what date? If service is suspended and it is found that service cannot be provided at the new premises, this application will be taken a notice to cease and liability to telephone rental will cease one month after the date service is to be suspended, or one month after the date this application is received, whichever is the later.

9. Any verbal enquiries regarding this application should either be made to:

(i) Employer's Name Telephone

(ii) Embassy's Name Telephone

10. Name of your guarantor Telephone

11. If you are not the owner of premises, state landlords name and address:

..... Tel. No.....

12. Do you have any services anywhere in the country? Please specify

.....

13. If the telephone is required for business: or as a Private Call Office

Business License No.....Date issuedMACRA Resale License No:..... Date Issued:

Telephone Directory Entry form T.C.B. 38 should be completed and handed in with this application.

(Details of free entitlement and information concerning hold type and additional entries appear on the reverse of form T.C.B. 38)

Date of application:

Signature of applicant

Please provide a sketch to show the locality where service is required. Where possible show the direction to the Stand/Plot/House No. from the nearest named road.

FOR OFFICIAL USE ONLY

The AN Control Engineer

Ref

Exchange

Referred where necessary please attach form T.O 1 or T.O. 1(a)

Date:

Assistant Manager (Sales)

E.B.U

1. Service can be provided on Exchange using routing as follows:

DP		Pillar		Cabinet		MDF		Line concentrator	
No.	Pr. No.	D	E	D	E	Bar	Pr.	No.	Pr.

2. Work can be done in conjunction with

3. For a D.E.L./Telex installation the subs premises are Within/OutsideBasis rental Area of Exchange

Andkilometersmetres RADIAL from the nearest point on the boundary.

4. For a manual party line connexion the subs premises are Kilometer

Metres of ROUTE distance from Manual Party Line No.ExchangeNumber

INCLUDING this connexion the MPL will total.Kilometersmetre of ROUTE

And serve connexion.

5. The External Extension/Private Wire does not pass through an exchange and iskilometer

METRES ROUTE distance from the main.

6. The External Extension/Private Wire passes through an exchange and the ROUTE distances are:

(i) External Extension to exchangeKilometers metres

(i) Exchange to main Kilometers metres

7. Remarks:

- (i) Surveyor's report

(a) Existing number in the building:

(b) Previous numbers:

Surveyor's Name

- (ii) Accounts status of the numbers

(a) Existing number billed:Customer's Name

(b) Not billed: Customer's Name

Previous numbers:

(a) Existing number billed:Customer's Name

(b) Not billed: Customer's Name

Date: (Signature)

(Telephone Sales Officer)

FOR SALES OFFICE USE ONLY

Monthly rental

Basic

Excess kilometreage

Installation fees

Basic

Excess Kilometreage

Transfer fees

K	T

W/O required/not required

W/O approved

Agreement out on

Returned on

Returned on

A/N No. Issued on

Other Advices sent