**Dedicated Voice Change Order Form (TEX-AN)**

Before ordering service go to: <https://dir.texas.gov/communications-technology-services/tex-voice-and-data-vendor-contracts> and review the contracts and pricing. Call 877-472-4848 Option 4 for assistance.

[ ]  Customer agrees to abide by the applicable terms and conditions of the vendor’s communications technology services agreement and the related customer services agreement for the services. (This box must be checked for order issuance.)

Send completed order form with the vendor price quote to: telecom.solutions@dir.texas.gov

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| 1) Customer Account Information |
| Account Code | Click here | Division Code | Click here |
| Account Name | Click here | Division Name | Click here |
| Order Submitted By | Click here | Phone Number | Click here |
| Email Address | Click here |
| Date of this Request | Click here | Requested Due Date | Click here |
| Expedite Request | [ ]  No [ ]  Yes**\*** If yes is checked, customer agrees to pay any expedite charges. |

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| 2) Type of Change Request |
| [ ]  Change |
| Which circuit are you changing? CKR Click here Circuit ID Click hereExplain the change you are requesting: Click here |
|  To disconnect a circuit, use the Disconnect Circuit Order Form found here: <https://dir.texas.gov/resource-library-item/disconnect-circuit-order-form> |

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| 3) Provider |
| [ ]  AT&T DIR-TELE-CTSA-002 | [ ]  CenturyLink (Lumen) DIR-TELE-CTSA-004 |

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| 4) Location – Address and Contact Information |
| Location Name | Click here | Building Name/Number | Click here |
| Street Address | Click here | City, State, ZIP | Click here |
| Primary Name | Click here | Alternate Name | Click here |
| Primary Phone | Click here | Alternate Phone | Click here |
| Primary Cell | Click here | Alternate Cell | Click here |
| Primary E-mail | Click here | Alternate E-mail | Click here |

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| 5) Remarks –Provide equipment information and any special requests and additional information. |
| Click here |