



Oki Communications

Change Order

Office use only:	
CID _____	SO# _____
Date Completed ____/____/____	Completed by _____

Customer Name _____ Contact #'s _____

Physical address of new/current residence _____

Mailing Address _____ Date of Request ____/____/____

- _____ **Request To Disconnect**— Customer, please return inside equipment (modem, power adapter and chords) to the Oki office, and an Oki technician will be by to pick up the outside antenna from your home. **Had service 1-year** Y N circle
Inside Equipment brought in Y N Antenna Picked Up by Tech ____/____/____

- _____ **Request To Move Service**— Customer, please bring all interior equipment with you to your new residence and an Oki technician will retrieve your outside antenna from your old residence, and bring it to the new residence.

Physical address of old residence _____

- _____ **Request to add an additional line**
- _____ **Request to move service to another room in the same residence**
- _____ **Request to put service on vacation**— a reduced monthly price will apply.
- _____ **Request to change package type-**

New Package _____ Old Package _____ Entered in Billing Database by _____

- _____ **Service disconnected for being 45 days late.**

Date reconnected ____/____/____ Turned on by _____ Entered in Billing Database by _____

Package Type _____ collection call Customer Svc Rep ____/____/____ Manager ____/____/____

- _____ **Other: (Account credited, former customer reconnect, etc...)** _____

Reason why credit is being given or any other note: _____

- **Authorizing Signature** _____