## KIM TECHNOLOGIES (SERVICE ORDER REQUEST)

REQUESTER NAME			PHONE		
EMAIL			DEPARTMENT		
PRIORITY LEVEL			ORDER DATE AND TIME		
DATE PROMISED			DATE DELIVERED		
				410,	
ACTION			./0	7	
(SELECT ALL THAT APPLY)			PROVIDE ADDITION	AL INFO IF NECESSARY	
REQUEST FOR NEW IT SYSTEM					
REQUEST TO MODIFY OR ENHANCE EXISTING IT SYSTEM					
ACCESS ISSUE			_		
TROUBLE TICKET					
OTHER (PLEASE DESCRIBE)					
PURPOSE					
(SELECT ALL THAT APPLY) PREVENT LOSS OF INCOME / INCREASED EXPENSES			PROVIDE ADDITIONAL INFO IF NECESSARY		
SAFETY REGULATORY GUIDELINES					
ENHANCE / MAINTAIN CURRENT SERVICE REPAIR					
OTHER (PLEASE DESCRIBE)					
BUSINESS NEED OR P	ROBLEM				
WORK PERFORMED					
WORK AUTHORIZED			WORK COMPLETED		

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