



This form is used to request pager services. Please complete all sections, then mail or fax completed form to Purchasing. Pager purchases, as well as monthly services charges, will be charged to the procurement card provided. Be aware that unless otherwise specified, all pagers will be created with a 408 area code.

Required Information:

Existing Arch Wireless Customer Account # (if applicable): _____	Date: _____
Department Name: _____	Extended Zip: _____
Contact Name: _____	Phone: _____
Contact Email Address: _____	

Action Requested:

<input type="checkbox"/> Add a New Pager
Holder Name: _____
Pager Type: <input type="checkbox"/> Digital Numeric <input type="checkbox"/> Alpha Numeric
Pager Coverage: <input type="checkbox"/> Northern California Coverage <input type="checkbox"/> Statewide Coverage
<input type="checkbox"/> Pager Replacement
Pager Number: (408) _____ With Cap Code # _____
Please select reason for replacement:
<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Damaged <input type="checkbox"/> ¹ Malfunctioning <input type="checkbox"/> Other
Details: _____
<input type="checkbox"/> Holder Name Change
Pager Number: (408) _____ With Cap Code # _____
Current Holder Name: _____
New Holder Name: _____

Procurement Card Information:

Procurement Card Number: _____	Expiration Date: _____
Cardholder Name: _____	
Cardholder Signature: _____	Date: _____

Department Approval:

Approving Official's Signature: _____	Date: _____
Name (please print): _____	

¹ Departments will return malfunctioning pagers after a replacement is received. Arch Wireless will charge the department for the replacement and credit the charge when the old unit is returned.