

**DALLAS COUNTY TELECOMMUNICATIONS DIRECTORY WORK REQUEST**  
**FAX COMPLETED FORM TO 214 653-7108, SCAN /EMAIL TO TELECOMSERVICES@DALLASCOUNTY.ORG**

Date: \_\_\_\_\_ WORK ORDER # (complete by telecom) \_\_\_\_\_

Requestors email address & phone # \_\_\_\_\_

Notes: **Correct employees phone number and name on line #1 - example**

|   |                |
|---|----------------|
| A | ADD            |
| C | CHANGE/CORRECT |
| D | DELETE         |

|   |   |
|---|---|
| 1 | Employee Directory - Website: <a href="http://www.dallascounty.org/intranet/county_directory.php">http://www.dallascounty.org/intranet/county_directory.php</a> |
| 2 | Electronic Directories - Frank Crowley Courts Building & George Allen Sir Courts Building   |

| Line | Task | Last    | First   | Phone        | Title             | Department Name & # | Address  |
|------|------|---------|---------|--------------|-------------------|---------------------|--|
| 1    | C1   | Example | Example | 214 xxx-xxxx | PROBATION OFFICER | IT-TELECOM/1090     | 1201 ELM ST, FLOOR xx, SUITE xxxx, DALLAS TX 75270 |
| 2    |      |         |         |              |                   |                     |  |
| 3    |      |         |         |              |                   |                     |  |
| 4    |      |         |         |              |                   |                     |  |
| 5    |      |         |         |              |                   |                     |  |
| 6    |      |         |         |              |                   |                     |  |
| 7    |      |         |         |              |                   |                     |  |
| 8    |      |         |         |              |                   |                     |  |