



Australian Rural Education Centre

Getting a phone line at the 2018 Mudgee Small Farm Field Days

Telephone lines are most commonly used at the Mudgee Small Farm Field Days for EPTPOS. Telstra is responsible for supplying the lines from the exchange to our site. Our site has underground telephone infrastructure, and whilst it covers a lot of the site it does not reach everywhere.

Telstra no longer will connect lines through to the site if it is not straight forward, if it requires extra work this will be completed by a local contractor.

Follow these steps;

1. Complete the attached form.
 2. Authorise our contractor to deal with Telstra on your behalf
 3. Fax it to Telstra on the number indicated.
 4. Fax another copy of the form to us at AREC.
- By faxing a copy to us we can check where your site will be relative to available phone infrastructure.
 - Our contractor will be on site to make the connection can review your needs and advise of any issues about the supply of the phone service well in advance of the event.
 - By giving our contractor authority to act for you in the connection of the phone service, they can check on phone line availability and physical allocation. They can also ensure that the correct fees are charged by Telstra, especially when the service is in place from the previous year.

By following these steps, we can help exhibitors complete a successful phone connection.

Cassandra Stanford
General Manager

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MUDGEE SMALL FARM FIELD DAYS 13th – 14th July 2018



Temporary Service Request

1. Fax the completed form to 1800 810 906 or e-mail to: SMICC.OMV.Projects@team.telstra.com

2. To ensure that our contractor can co-ordinate any works on site for your connection, fax a copy of this form to (02) 6372 3380 – AREC Office.

(All related phone enquiries to a Telstra consultant on: 1800 816 819)

All requests must be received by COB Friday 29th June 2018.

Requests submitted after this date may not be fulfilled.

(Please delete Yes or No as appropriate in the document below)

Legal Entity (Person/Company): _____
Trading Name: _____
Account Details:
Consolidate to Existing Telstra Account: Yes / No A/C No: _____
or consolidate to a Telstra Phone Number: Yes / No Phone No: _____
Is a new Telstra Account Number Required: Yes / No
If a new account is required, Please supply your ACN number: _____
Billing address: _____
Have you attended this venue/site for any previous event/s: Yes / No
Please list your previous Service/s for this venue: _____

Application Authorised By: (Print Name) _____	Signature _____
Authorised Person's Telephone Number: _____	Fax Number: _____ e-mail: _____

I authorise AREC's contractor to deal with Telstra on my behalf in establishing this service. Signed

Site Information and Equipment	
Site/Stand number: _____	Building: _____
On Site Contact: _____	Mobile Number: _____
Types of Service req'd: Standard telephone: <input type="checkbox"/> Other (identify in Comments below): <input type="checkbox"/>	
Quantity of Telephone Lines Required: _____	
Long Distance Carrier Choice: Telstra/Other: _____	
Access Level: Open: _____ Local, STD & Mobile: _____ Local Only: _____	
Equipment: Socket Only: <input type="checkbox"/> Rental Telephone required: Yes / No	
Additional comments/requirements: _____	
Connection Date: _____	Cancellation Date: _____
<i>(Note: Charges may apply for competitive work requested on site).</i>	

Office Use Only	
CIDN	
New Ref Number: _____	Cancellation Ref Number: _____
New Order Number: _____	Cancellation Order Number: _____
Service Numbers: _____	