



## VODAFONE IRELAND CORPORATE DIRECT FULFILMENT ORDER FORM

Used for the ordering of all equipment from Vodafone Ireland

**Important:** Signed acceptance of the UCD Mobile Phone Acquisition and Usage Policy terms and conditions must be included with submitted applications. By submitting this order form the applicant confirms that the device and/or service shall only be used by an employee of UCD.

All applicable costs (phone, car kit installation, voice and data plan) should be confirmed with Telephone Services before ordering.

**User accounts are subject to auditing and must be able to withstand public scrutiny and disclosure. Users may be called upon to explain their use of UCD funded mobile phones.**

Date	/ /
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Equipment Delivery Name / Contact Details (Note: this section must be <u>typed</u> in full)	
Company Name	
Contact Name	
Contact Phone No	
Contact e-mail address	
Delivery Address	

If ordering a phone, please select the appropriate order type.

Order Type			
<b>New Connection</b>	[ Yes / No ]	If Yes, include your name	
<b>Upgrade</b>	[ Yes / No ]	If Yes, include Mobile No	
<b>Port / Transfer to Vodafone</b>	[ Yes / No ]	If Yes, include Mobile No	
<b>Issue Replacement SIM card?</b>	[ Yes / No ]		

Please indicate the required connection process (tariff) below.

Connection Process	
<b>Voice only</b>	[ Yes / No ]
<b>Voice with 2GB smartphone data bundle</b>	[ Yes / No ]
<b>Voice with 4GB smartphone data bundle</b>	[ Yes / No ]
<b>Voice with 5GB smartphone data bundle</b>	[ Yes / No ]
<b>RED Roaming add-on</b>	[ Yes / No ]

Enter the equipment description and quantity of each required below.

Equipment Requirement	
Enter equipment description	Enter quantity

**Car kit Installation**

Car kit installation requires purchase of a voucher. Enter quantity required in the boxes below.

Standard Car Kit Installation	Qty	Removal / Re-Fit of Car	Qty	Car Kit	Qty
Installation with Smart Bracket (no holes in dash solution)		Leather Console Voucher (install voucher must also be ordered)		Mute kit voucher (install voucher must also be ordered)	

**To be completed by the User**

I have read, understood, and accept in full the UCD Mobile Phone Acquisition and Usage Policy T&Cs.

User Name \_\_\_\_\_ UCD Personnel Number \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note: User expenditure on the UCD corporate mobile account is subject to auditing and must be able to withstand public scrutiny and disclosure. Users may be called upon to explain UCD funded expenditure.**

**To be completed by a UCD Administrator<sup>1</sup>**

I authorise the above User, and member of my School/Unit to obtain the equipment and/or services as requested in this order form under the terms and conditions of the UCD Mobile Phone Acquisition and Usage Policy. I understand and accept that all invoices related to the above member will require clearance from me prior to any payment from the below School/Unit Cost Centre.

Signed \_\_\_\_\_ Cost Centre Code \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

<sup>1</sup> The UCD Administrator must be a College and/or School or Unit Head. Further approval from a College Finance Officer or College Principal may also be sought.

**Please email completed and scanned order form to [telephone.services@ucd.ie](mailto:telephone.services@ucd.ie)**

**END**