



Weill Cornell Medicine
Information Technologies & Services Department
Client Services
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Consulting Services Authorization

Appropriate account authorization must be obtained **BEFORE** services are provided. The standard consulting charge is \$100 per hour, billed in 15-minute intervals.

User Information

Full Name: _____ CWID: _____ Phone: _____
 Department: _____ Location: _____
 ITS Tag #: _____ Fund #: _____

Authorization

Administrator's Name (print): _____
 Account Authorization Signature: _____ Date: _____
 5- Acct. Authorization Signature: _____ Date: _____

Service Description

- Operating System Install Software Install Memory Install File Transfer
 Hardware Install Other

Please provide a description of the service you need performed:

Start Time: _____ User's Initials: _____
 End Time: _____ Technician's Initials: _____
 Total Charges: _____ Reference Number: _____