**办公电话故障报修维护登记表**

**编号：**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **报修单位**  **（盖章）** |  | | | **报修维护电话**  **所在楼栋房号** | |  |
| **所在校区** |  | | |
| **联系人姓名** | |  | | **联系电话** |  | |
| **电话故障情况**  **或维护要求** | |  | | | | |
| **接单员** | |  | **完成时间** | |  | |
| **报修单位对本次服务的评价**  **（签名）** | |  | | | | |