

Departments that wish to order **Accessories (ONLY)** for their **US Cellular** phone can order direct from Alltel by emailing aci.national.accounts@alltel.com and stating in the email that **Radford University is a COVA agency**. The email should also contain:

Cell Phone number/s

Type of cell phone/s (brand and model number)

Type of accessory and how many

That they wish to pay with a business credit card and leave the name and phone number to contact for the cc information.

DO NOT INCLUDE THE CC NUMBER, ETC. IN THE EMAIL.

Someone from Alltel that handles COVA contract accounts will contact the person for the cc number, etc. If you need to contact Alltel, the number is 877-501-3813 and selecting Option 3 for National Sales.

Example Email:

“Radford University is a COVA agency. I need to order a Car Charger and extra battery for a Motorola V262 cellular phone, 540-371-XXXX. Service is provided by US Cellular since you do not offer service in this area. I would like to process payment by credit card. Please contact me at 540-831-XXXX for the card number and expiration date.

Thank you,
Susie Q. Doe”