



Telephone Order Form

Please provide the following information:

ORDER DATE: _____

NAME OF CONVENTION: _____

CONFERENCE DATE: _____ CONTACT NAME: _____

COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

TELEPHONE NUMBER: (____) _____ FAX NUMBER: (____) _____

METHOD OF PAYMENT/CC# _____ EXP DATE: _____

CARD HOLDER NAME: _____

BOOTH NUMBER: _____ ROOM: _____ EXT: _____

Type of Service	Cost Per Day	Date of Service	Time of Service	Number of days	Number of Connections	Total Cost
IN-HOUSE LINE (Includes Telephone) <i>Limited to in-house telephone service only</i>	\$25					
LOCAL & LONG DISTANCE LINE <i>For Outgoing Calls Only</i> One Time \$125 hook-up charge	\$40					
DID LOCAL & LONG DISTANCE LINE <i>For Incoming & Outgoing Calls</i> One Time \$125 hook-up charge	\$60					
RENTALS: TELEPHONE / SPEAKER PHONE	\$15 / \$25					

- *A \$100 surcharge will apply if not ordered at least 21 days in advance of your event. Orders not submitted to the Convention Services Manager at least 21 days prior to the event cannot be guaranteed.*

Subtotal

\$ _____

Other \$ _____

- *Any telephones ordered and not returned to us will be charged and deducted from your deposit.*

Tax \$ _____

- *Please Note: Long distance calls are surcharged at 75% above standard AT&T Operator Assisted rates plus tax. Directory Assistance & Information calls are \$1.50 per call plus tax. All Local, Operator Assisted and 800/888/877 calls are no charge.*

Total \$ _____

Customer Signature: _____ **Date:** _____

For Lodge Use Only CSM _____ Account # _____
 Technician: _____ Date: _____ Switch Port #: _____ Patch Panel # _____