

# HERSHEY<sup>®</sup> Lodge

## Telephone Order Form

Hershey Lodge  
325 University Drive  
Hershey, PA 17033  
Office 717-534-8624  
Fax 717-534-8683

**Please provide the following information:**

ORDER DATE: \_\_\_\_\_

NAME OF CONVENTION: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONFERENCE DATE: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

METHOD OF PAYMENT/ CC#: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_ ROOM: \_\_\_\_\_

LOCATION IN ROOM: \_\_\_\_\_ EXTENSION: \_\_\_\_\_

Type of Service	Cost Per Day	Date of Service	Time of Service	# of Days	# of Lines	Total Cost
<b>IN-HOUSE LINE</b> (Includes Telephone) Limited to in-house telephone service only	\$25					
<b>LOCAL &amp; LONG DISTANCE LINE (Telephone)</b> For Outgoing Calls Only <i>One Time \$125 hook-up charge</i>	\$40					
<b>LONG DISTANCE LINE Credit Card Machine)</b> <i>Will your machine be programmed to dial 9 + number</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>One Time \$125 hook-up charge</i>	\$40					
<b>DID LOCAL &amp; LONG DISTANCE LINE</b> Direct Inward Dial For Incoming & Outgoing Calls <i>One Time \$125 hook-up charge</i>	\$60					

*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.*

**SUB TOTAL:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_

*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.*

**Sales Tax 6%:** \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**Customer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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