



The Hotel Hershey
 100 Hotel Road
 Hershey, PA 17033
 Office 717-533-2171
 Fax 717-534-8888

Telephone Order Form

Please provide the following information:

ORDER DATE: _____

NAME OF CONVENTION: _____ CONFERENCE DATE: _____

COMPANY NAME: _____ CONTACT NAME: _____

TELEPHONE #: _____ FAX#: _____ EMAIL: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

METHOD OF PAYMENT: Master # Or CC# _____

ROOM: _____ BOOTH NUMBER: _____

LOCATION IN ROOM _____ ASSIGNED EXTENSION: _____

Type of Service	Cost Per Day	Date of Service	Time of Service	# of Days	# of Lines	Total Cost
LOCAL & LONG DISTANCE LINE with Telephone For Outgoing Calls Only <i>One Time \$125 hook-up charge</i>	\$40					
LONG DISTANCE LINE (Credit Card Machine) <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					
DID LOCAL & LONG DISTANCE LINE Direct Inward Dial For Incoming & Outgoing Calls <i>One Time \$125 hook-up charge</i>	\$60	Phone #				

PSAV Conference Speaker Phone - \$145 +Tax and Service Charge

Please call (717) 533-2171 and ask for Conference Services for any additional questions.

SUB TOTAL: _____

OTHER: _____

Sales Tax 6%: _____

TOTAL: _____

Customer Signature: _____

Date: _____

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