



**Telephone Order Form**  
 Telephone (717) 533-2176  
 Facsimile (717) 534-8888

**TELEPHONE ORDER FORM**

**Please provide the following information:**

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

NAME OF CONFERENCE: \_\_\_\_\_

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

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ FACSIMILE NUMBER: (\_\_\_\_) \_\_\_\_\_

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

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

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

METHOD OF PAYMENT: \_\_\_\_\_

MASTER ACCOUNT #: \_\_\_\_\_ DEPOSIT: \_\_\_\_\_

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

Client Input: Please indicate below the type, dates/times of service required and the # of days/lines required.

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</b> For Outgoing Calls Only One Time \$125 hook-up charge	\$ 40					\$
<b>DID LOCAL &amp; LONG DISTANCE LINE</b> For Incoming & Outgoing Calls One Time \$125 hook-up charge	\$ 60					\$
<b>RENTALS: TELEPHONE / SPEAKER PHONE</b>	\$15/\$25					\$

- A \$200 deposit must accompany this signed contract. A \$100 surcharge will apply if not ordered at least 15 days in advance of your event. Orders not submitted to the Conference Meeting Planner at least 15 days prior to the event cannot be guaranteed.
- Any telephones ordered and not returned to us will be charged and deducted from your deposit.
- 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.

**Subtotal** \_\_\_\_\_  
**Other** \_\_\_\_\_  
**Tax 6%** \_\_\_\_\_  
**Total** \_\_\_\_\_  
**Deposit** \_\_\_\_\_

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

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

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