



**Telephone Order Form**  
 Telephone (717) 534-8624  
 Facsimile (717) 534-8683

## 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
<b>IN-HOUSE LINE</b> (Includes Telephone) <i>Limited to in-house telephone service only</i>	<b>\$25</b>					
<b>LOCAL &amp; LONG DISTANCE LINE</b> <i>For Outgoing Calls Only</i> <b>One Time \$125 hook-up charge</b>	<b>\$40</b>					
<b>DID LOCAL &amp; LONG DISTANCE LINE</b> <i>For Incoming &amp; Outgoing Calls</i> <b>One Time \$125 hook-up charge</b>	<b>\$60</b>					
<b>RENTALS:</b> <b>TELEPHONE / SPEAKER PHONE</b>	<b>\$15 / \$25</b>					

- *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.*
- *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* \$ \_\_\_\_\_

*Total* \$ \_\_\_\_\_

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

For Lodge Use Only      CSM \_\_\_\_\_      Account # \_\_\_\_\_

Technician: \_\_\_\_\_ Date: \_\_\_\_\_ Switch Port #: \_\_\_\_\_ Patch Panel # \_\_\_\_\_