



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