



COMMUNICATIONS REQUISITION FORM

CONTACT NAME/COMPANY: _____

CONTACT ADDRESS: _____

CONTACT PHONE/FAX: **PHONE:** _____ **FAX:** _____

E-MAIL ADDRESS: _____

CONVENTION NAME: _____

CONVENTION DATES: **FROM:** _____ **TO:** _____

<u>QUANTITY</u>	<u>TYPE OF LINE REQUESTED</u>	<u>PRICE</u>
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_____	B LINE: OUTSIDE 7-DIGIT LINE. INCOMING AND OUTGOING CALLS. PLEASE SPECIFY LOCAL AND/OR LONG DISTANCE ACCESS.	\$250.00
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_____	C LINE: RJ-11 JACK FOR COMPUTER HOOK-UP. PLEASE SPECIFY IF ACTUAL PHONE IS REQUIRED OR JUST PHONE LINE WITH MODULE JACK. PLEASE SPECIFY LOCAL AND/OR LONG DISTANCE ACCESS.	\$250.00
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_____	D LINE: SPEAKER PHONE. PLEASE SPECIFY LOCAL AND/OR LONG DISTANCE ACCESS.	\$300.00
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_____	HIGH SPEED INTERNET LINE: REQUIRES A COMPUTER WITH ETHERNET CARD TO BE PROVIDED BY THE CLIENT.	1-3 computers \$450.00 per computer / per day
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_____	ISDN LINE: REQUIRES ISDN SPECIFIC EQUIPMENT. TO BE PROVIDED BY THE CLIENT.	4 + computers \$ 2000.00 Setup \$600.00 + \$100.00 per day
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Rollover lines \$50 Voicemail \$75 additional charges apply if extensive
cabling to the computers is needed

For each local, 8XX, credit card, and collect call: \$1.50 for the first 30 minutes + \$0.10 for each additional minute.

For each long distance call: (Billed at AT&T operator assisted rates) + \$0.75 access charge + \$0.25 per minute.

For each international direct call: (Billed at AT&T operator assisted rates) + \$2.50 access charge + \$0.60 per minute.

** Any line installations before or after the Technician hours of 7am-4pm (Mon-Fri) will be charged an overtime fee: \$200 per hour
(on Weekends and after 6pm weekdays there is a minimum of 4 hours.)

BILLING INFORMATION: (Please complete):

CREDIT CARD NUMBER/EXPIRATION **CC:** _____ **EXP:** _____
DATE:

CARDHOLDER NAME: _____

SIGNATURE (REQUIRED): _____

(For Hotel use only):

MASTER ACCOUNT: _____

START DAY/TIME: _____

END DAY/TIME: _____

LOCATION: _____
