Convention/Event Name:	**PAYMENT INFORMATION****
Company Name:	**Master Acct Number:**
Contact Name & Cell:	**Credit Card Number & Expiration:**
Convention Services Manager Name & Number:	**Card Holder Name:**

TELEPHONE/MODEM/FAX LINES

Single line service w/Telephone $250.00
Multi-Line Telephone w/Speaker $300.00
Voice Mail /Call Forwarding/ Call Pick-Up/Hunting..... $50.00
Polycom Speaker Phone ($500 Refundable Deposit Required) $375.00
Fax or Modem Line $250.00

ISDN 120k (Limited Availability-must be ordered 45 days in advance of event)..... $350.00
Expedite//Late Fee/ Change/Relocate Fee $150.00
Termination of Commercial Circuit from Demarc $350.00

CALL CHARGES: Toll Free, local, and credit card call- $1.00 per call, Directory assistance calls- $1.00 per call, Long Distance/International Calls - Prevailing Rates.
An additional charge of $800.00 will be assessed for any damaged or unreturned Polycom equipment.
Additional contract labor fees and/or overtime, will be applied for requests made outside of normal office hours or any Holiday.

For any additional ISDN, T1 spans or special requests please contact your Convention Services Manager.
Please provide a diagram with phone line placement for each location or plan on having a representative present at install time.

NOTES:
* Standard hours of installation daily between 8am-4pm

* Orders received less than 5 days prior to installation will be subject to expedite/late fee. On-site relocation or change to installed lines will be subject to change/late fee. Prices listed do not include the cost of calls. To make a telephone call, dial "9" + number. A charge will be added if telephone equipment is damaged or not returned. All rates are subject to change without notice. There are charges for local, toll free, calling cards, credit card, collect and third-party calls. Direct dialed long-distance calls are billed at AT&T Operator Assisted Rates + 75%.

** This transaction is non-reversible. Charges cannot be transferred to a hotel guest's or attendee's credit card upon check-in or arrival.

Function Name	Room/Location or Booth #	Notes	Install Date	Install Time	Disconnect Date	Disconnect Time	TYPE	Conf. #	Assigned No.	Cost
ABC Office	*206-207*	*set on round*	*1-Mar*	*9:00 AM*	*6-Mar*	*5:00 PM*	*Single Line*		*702-891-5252*	*$ 250.00*