



TELECOMMUNICATIONS FORM

Today's Date: _____
 Function Name: _____
 Contact Person: _____
 Company: _____
 Address: _____
 Telephone/Fax #: _____

Installation Date: _____
 Installation Time: _____
 Disconnect Date: _____
 Disconnect Time: _____
 Meeting Room: _____
 and/or Booth #: _____
 Hilton Contact: _____

<u>SERVICES</u>	<u>Charge</u>	<u>Quantity</u>	<u>Total</u>
House Phone Installation	\$85.00	_____	_____
DID (Direct inward dial)	\$150.00	_____	_____
Speaker Phone(Poly-Com)	\$200.00	_____	_____
Voice Mailbox	\$75.00	_____	_____
Adds, Moves, Changes and Digital Lines	\$150.00/hour	_____	_____
<u>HIGH SPEED INTERNET ACCESS/WIRED/WIRELES</u>			
First Computer	\$500.00/day	_____	_____
Ea. Additional Computer	\$150.00 ea./day	_____	_____
		_____	_____

Subtotal: _____
 Tax (7.78%) _____
 Total: _____

All charges are one time charge for installation; local and long distance calls billed separately.
Local and long distance charges are for telephone lines only, not internet access.

Special Instructions: _____

Labor charge for changes to the original agreement on day of function will be billed at \$55 per hour, 1 hour minimum, plus time and a half for overtime if necessary.
 For special telephone needs, contact the Events department at (612) 376-1000, ext. 3101. Additional charges may be incurred for complicated installations.
 Less than 24 hours notice, additional charge of \$25.00 will apply. Rates are subject to change without prior notice. All long distance charges are billed at the AT&T operator assisted rate less 50% of the surcharge. Rates subject to change.

 Customer Signature Date

To request a receipt
 E-Mail Address _____ or
 Fax: _____ and
 Phone: _____

Method of Payment
 _____ Check _____
 _____ Credit Card _____
 _____ Master Account _____
 _____ Guest Room _____

Expiration _____
 Dates: _____

Credit cards will be charged 7-10 days prior to function to verify approval for services requested.
 Please mail checks to address provided above.