

TELEPHONE SERVICE ORDER FORM



2500 Calvert Street N.W.
Washington, DC 20008

202-234-0700
202-756-5140 fax

CONFERENCE / EVENT NAME: _____

COMPANY/ORGANIZATION NAME: _____

COMPLETE ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

AUTHORIZED: _____

Print Name

Signature

BASIC TELEPHONE SERVICE OPTIONS:

<u>Basic Phone Line (Analog)</u>	@ \$200 (one-time fee)Sales tax
Includes touch-tone phone; 25ft. cord; complimentary local & 800 dialing	5.75%DC
Incoming calls go through hotel operator	

<u>DID Phone Line (Direct In-Dial)</u>	@ \$200 (one-time fee)sales tax
Includes touch-tone phone; 25ft. cord; complimentary local & 800 dialing	5.75%DC
Incoming calls go directly to client phone	

<u>Long Distance Calls</u>	@ prevailing hotel rates
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<u>House Phone</u>	@ no charge
All meeting rooms are equipped with house phones	

Additional house phones @\$25 each	
<u>Specialty Speaker Phone-Polycom</u>	@ \$100 per day

<u>Voice Mail</u>	@ \$40 per phone
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ON-SITE ORDERS SUBJECT TO ADDITIONAL SERVICE FEE	@ \$50 each
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All telephone charges subject to 5.75% DC sales tax

High Speed Internet Lines available by contacting Victor Escobedo, PSAV 202-234-0700 Ext 6799.

LOCATION INFORMATION:

Booth Number _____

EXACT Location _____

Start Date _____ Time _____

End Date _____ Time _____

Type Line(s) Required #1 _____

#2 _____

BILLING INFORMATION

Credit Card # _____	Master Account # _____
Exp. Date _____	(IF APPLICABLE)
Name As Appears on Card _____	