



2011 - 2012 Telephone Service Request Form

Please fill out and fax to (305) 531-8677:

Group Name: _____ **Arrival Date:** _____

Contact Person: _____ **Phone:** _____

Conference Manager: _____ **Ext.:** _____

☐ **Bill to Master Account No.:** _____ *(Internal Use Only)*

Function Room/ Booth Number	Install Date	Install Time	Disconnect Date	Disconnect Time

Types of Service and Fees

Installation

Daily Usage

Quantity

<input type="checkbox"/> House Line (Local & 800 Access)	\$ 100.00	\$ 50.00 Per Line/ Per Day	_____
<input type="checkbox"/> House Line (Long Distance Access)	\$ 100.00	\$ 75.00 Per Line/ Per Day	_____
<input type="checkbox"/> DID Line (Local & Long Distance Access)	\$ 100.00	\$ 100.00 Per Line/ Per Day	_____
<input type="checkbox"/> DID Line (L, L.D. & International Access)	\$100.00	\$150.00 Per Line / Per day	_____
<input type="checkbox"/> DID with POLYCOM SPEAKER PHONE	\$200.00	\$200.00 Per Phone/ Per Day	_____
<input type="checkbox"/> Reserved & confirmed DID numbers <i>(in advance)</i>		\$50.00 One Time Fee	_____
<input type="checkbox"/> Additional program features (hunting, forwarding, etc.)		\$50.00 One Time Fee	_____
<input type="checkbox"/> ISDN Line (1 Line Radio Broadcasting) *	\$ 300.00	\$200.00 Per Day/Per Line	_____
<input type="checkbox"/> ISDN Line (3 Lines Video Conferencing) *	\$ 300.00	\$200.00 Per Day/Per Line	_____
<input type="checkbox"/> Pop Up Request (15 Minutes Set Up Time Required)		\$50.00 One Time Fee	_____

Please note- Installation is not taxable, only usage is taxed at 9.17%FL & 5.92 MB tax (15.09%)

Additional Instructions:

Reserve Numbers:

Telecom Department Only:

Client Signature

Date of Request