COMMUNICATIONS TELECOM SERVICE ORDER FORM

SECTION 1: CONTACT INFORMATION

Event Name	
Master/House Account #:	
Contact Name:	
Address:	
City, State, Zip:	
Phone #	

SECTION 2: SERVICE/EQUIPMENT DESCRIPTIONS

TYPES OF PHONE LINES

House Phone Installation No access outside the hotel

DID Line (Direct Inward Dial) in Conference Room or Salon - Incoming calls bypass the hotel operator. Dial "9" to call outside. Appropriate for voice, fax, and computer modem.

House line with Local/Long Distance Calls - Incoming calls route through the hotel switchboard. Dial "9" to call outside.

EQUIPMENT OPTIONS

Speaker Phone Rentals Conference Calls (Must Have Phone Line Above Ordered As Well)

Spider Microphones (Must Have Phone Line and Speaker Phone Above Ordered As Well)

SpectraLink - In House Wireless Mobile Phone (Must Have Phone Line Above Ordered As Well)

PROGRAMMING OPTIONS

Programming (Software) Changes- Including but Not Limited to: Call forward, call pickup groups, hunt groups, voicemail)

For additional enhanced services (i.e. multi-line phones/digital service, etc.) Call to Inquire

SECTION 3: ORDER INFORMATION

LOCATION	TYPE OF LINE	ADDITIONAL EQUIPMENT	ADDITIONAL PROGRAMMING	INSTALL DATE (CTRL -D FOR CALENDAR)	PHONE START TIME*	STRIKE DATE (CTRL -D FOR CALENDAR)	PHONE END TIME	NO. OF DAYS	EXTENSION
								0	
								0	
								0	