



## TELECOM REQUEST FORM

DATE: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Convention Services/Catering Manager \_\_\_\_\_

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### Service Options & Charges:

**Analogue Lines:** Phone, Fax, Credit Card Machines, DID Lines (calls go directly to location, bypassing hotel operator)

1-Time Installation Fee	\$125.00 per line
800 Calls	Complimentary
Local Calls	Charged at Hotel Rates
Long Distance Calls	Charged at Hotel Rates

**Polycom Speaker Phone (Includes Phone Line):**

\$250.00 per day

**Voice Mail:** Can be added to DID Lines; requires (7) days notice.

1 Time Installation Fee	\$100
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**T-1 (Hard Wired):**

First Computer	\$300 per day
Additional Computer	\$100 per day

**Wi-Fi:**

1-15 Computers per meeting room	\$300 per day
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Total Price: \_\_\_\_\_

*50 Park Plaza at Arlington Street | Boston, MA 02116-3912  
Tel: 617.426.2000 | bostonparkplaza.com  
Reservations Fax: 617.423.1708 | Hotel Guest Fax: 617.426.5545*



**Order:**

	Start Date/Time	End Date/Time	Location	Type Line
LINE 1				
LINE 2				
LINE 3				
LINE 4				

**METHOD OF PAYMENT:**

\_\_\_\_\_ Bill to Master Account \_\_\_\_\_ Bill to Credit Card

Credit Card# \_\_\_\_\_ Exp.Date: \_\_\_\_\_

Card Type: \_\_\_\_\_ Name on Card: \_\_\_\_\_

**PLEASE RETURN TO THE ATTENTION OF YOUR CS/CATERING MANAGER VIA FAX 671.457.7456**

*Rev. 5/11*

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