



Meeting Room Form. Do not use for Exhibit Booths

Full Name of Event: _____ Company Name: _____
Customer Contact: _____ Phone: _____ Fax: _____
Email: _____
Address: _____ City: _____ State: _____ Zip: _____

Meeting Room: _____ *Note - Please use a separate form for every room
Installation Day: [Dbl Click & Arrow Down] *Note Weekend installation labor charges in grid below
Disconnection Day: _____
Installation Date: _____ There will be a 25% surcharge on same day orders.
Disconnection Date: _____
Time: [Dbl Click & Arrow Down] *Note Off Hours installation labor charges in grid below
Time: _____

2
0
0
9

MEETING ROOM HIGH SPEED INTERNET SERVICES

Table with columns: # OF, # OF DEVICES/PCS, TOTAL. Rows include Internet Connections (Per Room), Telephone, and Labor. Includes sub-totals and a 'See Grid' reference.

Comments (please attach a diagram of phone and internet placement in your room)

Sub Total \$ -
Tax (8.375%) \$ -
TOTAL CHARGES \$ -

Labor Rate Grid table with columns for days of the week (Mon-Sun) and rows for time intervals from 12:00 AM to 11:00 PM.

This form Auto-Calculates in Excel. To Download a Digital Copy, go to www.HNYprint.com
Note on Tax: There is no tax on Wired or Wireless Internet. Tax applies to Telephone and Labor Charges only.
Each "Device/PC" refers to each device with an IP address, including but not limited to computers, hubs, switches, routers, printers, and PDA's. Hotel technicians must provide and install all network cabling drops to devices on the network

PAYMENT: Please provide credit card information below. If prepayment is enclosed, a credit card is still required for telephone line orders. The credit card covers the cost of any outgoing phone calls.
Card Member Name: _____ Major Credit Card Name: _____
Card Number: _____ Expiration Date: _____
Master Account: _____

I agree to be responsible for all usage charges made in connection with local and long distance service
Authorized Signature: _____ Date: _____

Local and Long Distance Charges
Local and long distance usage charges per line will be billed separately to the credit card of your choice as completed below. All telephone calls are charged at the AT&T operator dial business day rate plus 35%. A local is \$1.75 and an 800/877/855/866 call is \$1.50 in addition \$0.10 per minute after 60 minutes on local, 800/888, calling card, credit card, collect, third party calls and calls made through other common carriers(950/10xx).