

Marriott
HOUSTON WESTCHASE

2900 Briarpark
 Houston, Texas 77042
 Tel: (713) 978-7400
 Fax: (713) 735-2727

TELEPHONE ORDER FORM

EVENT: _____

COMPANY: _____

BOOTH/ROOM: _____

Set Up Date : _____ Set Up Time: _____

End Date: _____ End Time: _____

COMPANY INFORMATION

.....
 Company Name (PRINT)

.....
 ON-SITE CONTACT NAME

.....
 ADDRESS

.....
 CITY, STATE AND ZIP

PAYMENT/TERMS/CONDITIONS

A REPRESENTATIVE MUST BE IN YOUR BOOTH TO SIGN FOR DELIVERY OF EQUIPMENT.

.....
 ALL EQUIPMENT MUST BE RETURNED TO PBX IN THE SAME CONDITION IT WAS AT THE TIME OF DELIVERY, NORMAL WEAR AND TEAR IS EXCLUDED.

.....
 COMPANY AGREES TO BE BILLED FOR ANY DAMAGES OR LOSS OF EQUIPMENT WHILE IN EXHIBITORS CARE OR CONTROL.

.....
 SPECIAL ASSISTANCE CALL 713-978-7400

PAYMENT:
 ___ CREDIT CARD ___ CHECK ___ MASTER
 MASTER ACCT. NUMBER: _____

.....
 Cardholders name as shown on card

.....
 Account number _____ expire date _____

.....
 Authorized signature

.....
 Telephone number

DESCRIPTION	QTY	RATE	#DAYS	TOTAL
WIRELESS INTERNET	_____	@ \$12.95	_____	= _____

DIRECT INWARD DIAL LINES _____ @ \$75.00 = _____
 COMMONLY USED FOR FAX MACHINES AND DIRECT INCOMING CALLS
 LINE CAN BE ACCESSED DIRECTLY FROM THE OUTSIDE THROUGH ITS INDEPENDENT NUMBER. YOU MUST DIAL 9 FOR OUTWARD ACCESS ON THIS LINE.

Wired Internet (1 LINE ONLY) _____ @ \$250.00 = _____
 DIGITAL SPEED LINE FAST INTERNET CONNECTIONS ARE PROVIDED BY THIS SERVICE. WE PROVIDE THE ROUTER AND ISP FOR THIS LINE. YOUR COMPUTER WILL NEED EITHER AN ETHERNET CARD OR NETWORK CARD IN ORDER TO USE THIS SERVICE.

HOUSE PHONE _____ @ \$25.00 = _____
 IN HOUSE PHONE ACCESS ONLY. NO CALLS OUTSIDE THE HOTEL FROM THIS TYPE OF LINE.

SPEAKER PHONE _____ @ \$175.00 = _____

OTHER SERVICES _____ @ _____ = _____

HARD WIRE SERVICE FOR ANY OF THE ABOVE SERVICES DIRECT TO GUESTS ROOM. (FOR INSTALLATION ONLY) _____ @ \$200.00 = _____

Please be sure to add this installation fee into your subtotal

ALL PRICES LISTED ABOVE ARE PER DAY/ PER LINE. TO THE ABOVE CHARGES, WE BILL FOR LOCAL AND LONG DISTANCE CALLS.

TOTAL COST:
 TOTAL ABOVE: _____

SUBTOTAL: _____

8.25 Sales Tax \$ _____

GRAND TOTAL \$ _____

LOCATION: _____ **JACK #:** _____

EXTENSION: _____