

TELEPHONE SERVICE REQUEST

HYATT REGENCY CRYSTAL CITY, 2799 JEFFERSON DAVIS HIGHWAY
 ARLINGTON, VA 22202 – PHONE 703-418-1234 / FAX 703-418-1289

CONVENTION SERVICES/
 CATERING MANAGER: _____ DATE ORDERED: _____

SHOW/GROUP NAME _____

COMPANY NAME: _____

CONTACT PERSON & PHONE NUMBER _____

INSTALLATION (DATE & TIME): _____

REMOVAL (DATE & TIME): _____

LOCATION: _____

DIAGRAM ATTACHED: YES _____ NO _____ TO FOLLOW _____

SERVICE REQUESTED:

- Telephone Line Rental Charges

IN HOUSE ONLY (ANALOG LINE):
 \$100.00 Installation, \$75.00 per day phone line usage

QUANTITY	# OF DAYS	COST

DIRECT INWARD DIAL - DID (ANALOG LINE):
 \$125.00 Installation, \$100.00 per day phone line usage, plus calls

QUANTITY	# OF DAYS	COST

For Use As: Modem _____ Fax _____ Telephone _____

POLYCOM SPEAKER PHONE (3 WAY SPEAKER):
 \$150.00 per day (Does Not Include Phone Line)

QUANTITY	# OF DAYS	COST

- Dedicated High Speed Internet Connection Rental Charges:

Broadband (Individual's equipment must have Ethernet card):
 \$450.00 Flat Fee (Exclusive of Taxes)/Line
 For meeting room accessibility and large exhibits (over ten terminals) contact the Communications Director.

QUANTITY	# OF DAYS	COST

25% Late Fee (Less Than 24 Hr. Notice) _____

*****If your laptop or PC is not wireless capable please contact communications Department prior to arrival in order to have your computer configured With an IP Address. The hotel staff will not configure computers**

5% Tax _____
 Total _____

Credit Card Number or
 Master Acct. Number: _____ Expiration Date: _____

Cardholder Name: _____

Signature: _____

**Checks must be sent two (2) weeks prior to the installation date to:
 ***When using check payment, please include \$25.00/day additional for phone calls.

Hyatt Regency Crystal City
P.O. Box 3076
Merrifield, VA 22116-3076
 703-418-1234

FOR OFFICE USE ONLY

JACK #:	EXTENSION #:	Checked In By:
INSTALLED BY:	ACCOUNT #:	Checked Out By:

CC: Communications Manager and Credit Manager