



AT RONALD REAGAN WASHINGTON
NATIONAL AIRPORT

TELEPHONE REQUEST ORDER FORM

2799 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202 PHONE: (703) 418.1234 FAX: (703) 418.1289

Convention Services/Catering Manager: _____ Date Ordered: 11/30/2007

Show or Group Name: _____ Company Name: _____

Contact Person: _____ Phone Number: _____

Installation Date & Time: _____ Removal Date & Time: _____

Location: Other (see next) Secondary Location: _____

SERVICE REQUESTED:

- IN HOUSE ONLY (ANALOG LINE):
\$100 Installation Fee + \$75 per day line usage

QUANTITY	# OF DAYS	COST

- DIRECT INWARD DIAL – DID (ANALOG LINE):
\$125 Installation Fee + \$100 per day line usage + calls

QUANTITY	# OF DAYS	COST

FOR USE AS: MODEM FAX TELEPHONE

- POLYCOM SPEAKER PHONE (3 WAY SPEAKER):
\$150 per day (phone line not included)

QUANTITY	# OF DAYS	COST

TOTAL CHARGES: \$_____ SUBTOTAL
 \$_____ 25% LATE FEE (Less than 24hr notice)
 \$_____ 5% SALES TAX
 \$_____ TOTAL

Credit Card or Master Account Number: _____ Expiration Date: _____

Cardholder's Name: _____ Signature: _____

Please note that a charge of \$100 will be billed to the account if it is decided that the telephone request is not needed after it has been installed.

FOR OFFICE USE ONLY

JACK #:	EXTENSION #:	CHECKED IN BY:
INSTALLED BY:	ACCOUNT #:	CHECKED OUT BY: