

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

QUANTITY	# OF DAYS	COST
IN HOUSE ONLY (ANALOG LINE):		
\$100.00 Installation, \$75.00 per day phone line usage		

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):

\$500.00 per day, Plus \$100.00 per day per IP address

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) _____

Please note that a charge of \$100 will be billed to the account if it is decided that telephone requests are not needed after they have been installed

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

FOR OFFICE USE ONLY

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