Labor Charges: $ ___________________________

For Tele only 9% (Sales Tax) $ ________________

Telephone Charges: $ ___________________________

HSIA Charges: $___________________________

____________________________________________________

Notes: _____________________________________________

Disconnect Date/Time: _____________________________

Install Date: ______________________________________

Meeting Room/Booth #: ____________________________

Group Name: _____________________________________

Phone Number :___________________________________

Contact Name:  ___________________________________

Date : 

Signature : 

Print : 

Billing Note:
Credit Card payments MUST be provided to Lizette Martinez (312)621-7384, Billing Coordinator. Contact EMAIL is required to send your receipt.

2018 Communications Order Form

**HIGH SPEED INTERENT CONNECTIONS**

Uses DHCP (Dynamic Host Configurations)

**Shared Metro E connection**

Hardwire.. $200 per day:

- List # of connections: ________ x ($200 per day) total days ________ total amount $________

**Shared Metro E connection** (Wireless) $100 for each day.

- List # of Connection ________ X ($100.00 per day) total days: ________ total amount = $________

**Static IP Addresses**: $950 per ip per day

(Must be ordered two weeks prior to event.)

- List # of ip's: ________ x $950 x = $

**Single VLAN Configurations**: $2000 per port per day

(Must be ordered two weeks prior to event.)

- List # of ports needed: ________ x $2000 x = $

**Meeting Room Event Specific Services**

Bandwidth throttling per port upgrade

- 1536 kbps upload/download ........... $500 per connection per day

(Upgrade charges are additional charges to Shared Metro E cost.)

**Video Conferencing IP to IP**

- $650 per IP per day: x $650 x = $

**D.I.D Line (Direct–In-Dial)**

- Charge $250 for the 1st day = $)

**Analog Line**

- Charge $195 for the 1st day = $)

**House Phone**

- Charge $95 for the 1st day = $)

**Polycom**

- Charge $250 for the 1st day = $)

**Deluxe Multi-Line Set (includes: Hunt /forwarding/transfer/voicemail.**

- Charge $395 for the 1st day = $)

**Multi-Line Set;**

- Charge $295 for the 1st day = $)

**Features ... $50 per key per day.**

(circle requested feature)

- Hunt • Intercom • Speed Dial • Call Forwarding • V. voicemail • Call Transfer

**Labor Rates:**

(4 hr minimum per room)

- Regular business hours ................. $125/hr

**Types of Calls**

Room-to Room and 911.................No Charge

- Local Calls ...........$1.50 + 10¢ per minute after 60 minutes

**Note:** Please return this completed form to the attention of Telecommunications Department c/o Palmer House Hilton 17 E Monroe St. Chicago, IL 60603. This form must be received 15 days prior to the installation date in order to guarantee availability. Any telephone requests received after the required date may not be accommodated and will be subject to a late fee. Prepayment for all services is required before installation is started. All telephone calls are charged at the prevailing hotel rate. In the event of loss or damage to equipment, a replacement cost will be applied. 50% charge will be applied to orders cancelled after the equipment was set.

**Labor Charges**

$ ___________________________

**Telephone Charges**

$ ___________________________

(For Tele only) 9% (Sales Tax) $_______________

**HSIA Charges**

$___________________________

**Print**

 __________________________________________

**Signature**

 ________________________________

**Activation Date**

 ________________________________

**Contact Name**

 ________________________________

**Contact EMAIL**

 __________________________________________

**Access is set at 4024 kbps up/down**

Access Code Provided On-Site

**BILLING NOTE:**
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