



**COMMUNICATIONS TELECOM SERVICE ORDER FORM**

**ATTENTION:**  
**De Vo and Willie Scott**  
**Communications Dept**  
 780 Mission St. - San Francisco, CA 94103  
 de.vo@marriott.com or willie.scott@marriott.com

Convention Name:	<b>*Type of Line/Restriction</b>
Master/House Account #:	<b>Terminology</b>
Group Name:	HP = House Phone
Contact Name:	DID = Direct Dial line/Dial "9" first
Address:	SK = Speaker Phone
City, State, Zip:	LO = Local Only
Phone #	LLD = Local and Long Distance
Signature:	

**SECTION 2**

LOCATION	HOURS OF ROOM	TYPE OF LINE	DATE/TIME INSTALL	DATE/TIME REMOVAL	Extention

Quantity	Service	Standard Rate	Rate Details	No. of Days	Total
	<b>House Phone Installation</b> No access outside the hotel	\$150 /installation \$25 /day	Flat rate Per day / per line + calls		\$0
	<b>DID Line (Direct Inward Dial) in Conference Room or Salon</b> Incoming calls bypass the hotel operator. Dial "9" to call outside the hotel. Appropriate for voice, fax, and computer modem.	\$250 /installation \$25 /day	Flat rate Per day / per line + calls		\$0
	<b>House line with Local/Long Distance Calls</b> Incoming calls routes through the hotel switchboard. Dial "9" to call outside the hotel.	\$150 /installation \$25 /day	Flat rate Per day / per line + calls		\$0
	<b>Speaker Phone Rentals Conference Calls</b>	\$220 /day	Per day + Service Charge + Tax		\$0
	<b>Programming (Software) Changes</b> Including but Not Limited to: Call forward, call pickup groups, hunt groups, voicemail)	\$100 /program	Flat Rate		\$0
	<b>For additional enhanced services (i.e. multi-line phones/digital service, etc.)</b>	Call to Inquire			

**CANCELLATION POLICY:**

Within (72) Hours 50% of the Total Order Charges will Apply, within (24) Hours 100% of the Total Order will Apply

**GRAND TOTAL**

EVENT MANGER:	Ext.	Folio/PMS
---------------	------	-----------