Kingston Communications - Kingston

Hardwired Internet Service Request:

Date of Order: _____	**Number of Devises:** _____
Group: _____	**Number of Days:** _____
Meeting Location: _____	**Booth:** _____
Company: _____	**Email:** _____
Company Contact: _____	**Phone: (_____)** _____
Technical Contact: _____	**Phone: (_____)** _____

Service Requested:	Number of Devices	Number of Days	Cost	Extension
Hardwired Connection:	One		**$150.00**	$
Connected Devices:			**$25.00 each/day**	
Technical Support:			**$75.00 / hour**	
Overtime Fee: (On-site Support on weekends, nights or holidays)			**$50.00**	
Other:				
			SUBTOTAL:	$
Taxes:			**8%**	

**The minimum connection fee for a Hardwired Connection is $150.00 for the first day or part thereof. Connection speeds may vary.
Taxes, equipment rental charges, overtime fees, technical support, additional devices and additional days are extra.**

ACTIVATE: Day: _____ Date: _____ Time: _____

DEACTIVATE: Day: _____ Date: _____ Time: _____

BILLING INFORMATION:

Total Cost (incl. tax): $

Room / Billing Folio# _____

Credit Card (VISA, Master Card, etc.): _____

Card # _____ **Expires:** _____

Cardholder Name / Bill To: _____

Billing Address: _____
_____

Conference Services Manager: _____ **Ext:** _____

For Office Use ONLY:						
Equipment Rented:			**Credentials Activated (Date/By):**			
			Equipment Retrieved (Date):			
			Submitted to Accounting (Date / By):			
#	**Username**	**Password**	**MAC Address**	**IP Address**	**Expiration (hours)**	**Initiated (Date)**
1			: : : : :	. . .		
2			: : : : :	. . .		
3			: : : : :	. . .		
4			: : : : :	. . .		
5			: : : : :	. . .		
6			: : : : :	. . .		
7			: : : : :	. . .		
8			: : : : :	. . .		