

Kingston Communications - Kingston

Hardwired Internet Service Request:



Date of Order: _____
 Group: _____
 Meeting Location: _____
 Company: _____
 Company Contact: _____
 Technical Contact: _____

Number of Devices: _____
 Number of Days: _____
 Booth: _____
 Email: _____
 Phone: (____) _____
 Phone: (____) _____

Service Requested:	Number of Devices	Number of Days	Cost	Extension
Hardwired Connection:			\$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			: : : : :	. . .		