

Kingston Plantation Communications

Hardwire Internet Service Request:

Date of Order: _____ Number of Devices: _____

Group: _____ Number of Days: _____

Meeting Location: _____

Company: _____ Email: _____

Company Contact: _____ Phone: _____

Technical Contact: _____ Phone: (_____) _____

Service Requested:	Number of Devices	Number of Days	Cost	Extension
Hardwired Connection: (ONE TIME SET UP FEE)			\$150.00	
Connected Devices:			\$25.00/day	
Technical Support:				
Overtime Fee: (On-site Support on weekends, nights or holidays)				
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.
WiFi is available onsite for \$9.95 per day with payment made online at the time of purchase.

ACTIVATE: Day: _____ Time: _____

DEACTIVATE: Day: _____ Time: _____

BILLING INFORMATION: Bill to Master COC

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:

Service/Credentials Activated (Date):

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			: : : : :	. . .		