



TELECOMMUNICATIONS REQUEST FORM

333 O'Farrell Street, San Francisco, CA 94102
 (415) 771-1400 Fax (415) 202-7000

HOTEL USE ONLY	
TOTAL POSTED	_____
CHECKED OUT	_____
SERVICE MANAGER	_____

Meeting Name _____ Today's Date _____
 Company/Group Name _____
 Contact Name _____
 Street Address _____
 City: _____ State: _____ Zip: _____
 Contact Phone Number _____ Meeting Room or Booth # _____
 Install Date _____ Install Time _____ Disconnect Date _____ Disconnect Time _____

 Method of Payment Check Guest Room Direct Bill Master Account _____
 Credit Card Visa/Mastercard American Express Discover JCB Diners Club
 Credit Card # _____ Expiration Date _____

D.I.D. (DIRECT INWARD DIAL):		Analog line. One time charge for installation _____ x \$300	_____
Voice _____ Data _____ Fax _____	Single line set included. Local and Long Distance calls are billed separately.		_____
HIGH SPEED INTERNET CONNECTIONS Uses DHCP (Dynamic Host Configuration Protocol, static IPs available) Over a shared DS-3 line (Up to 45Mbps). Priced per device connected to the Internet. FLAT RATE, no per day charges. Same rates apply for wired or wireless connections.			
Please select connection type: <input type="checkbox"/> Wired <input type="checkbox"/> Wireless			TOTAL
Per Device on the Internet	# Devices _____	\$650	_____
Using Up To Three Devices	# Devices _____	\$1500	_____
Each Additional Device	# Devices _____	\$400	_____
Router (Up To Three Devices)*	_____	\$1500	_____
*Client to provide own router.			
ADDITIONAL INTERNET AND NETWORKING CONNECTIVITY REQUIREMENTS: Please call for equipment and labor quote.			TOTAL
ISDN CIRCUITS:	Includes circuit rental, wiring, and labor _____ x \$650	_____	_____
charges within the hotel. Local and 1-800 usage is included. Long distance charges will be billed at AT&T prevailing rates. (Note: These are BRI circuits.)			_____
EQUIPMENT AVAILABLE			
SPEAKERPHONE _____ x \$50	MULTILINE SET _____ x \$200	_____	_____
CONFERENCE PHONE _____ x \$300	FEATURES (per key) _____ x \$50	_____	_____
	(Hunt, Intercom, Speed Dial, Forwarding, Call Transfer)	_____	_____
VOICEMAIL (per line) _____ x \$50	DELUXE MULTILINE SET _____ x \$300	_____	_____
LATE CHARGE (on-site orders) _____ x \$300	_____	_____	_____
TOTAL CHARGES			_____

Signature _____

Note: Please return this completed form to the attention of Telecommunications Department c/o Hilton SF 333 O'Farrell Street, San Francisco, CA, 94102-2116. This form must be received 5 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. Make checks payable to the Hilton San Francisco and enclose with this form. 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.