



<b>HOTEL USE ONLY</b>	
TOTAL POSTED	_____
CHECKED OUT	_____
SERVICE MANAGER	_____

**TELECOMMUNICATIONS REQUEST FORM**

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

Meeting Title \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, ZIP \_\_\_\_\_

Today's Date \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Meeting Rm or Booth # \_\_\_\_\_  
 Install Date/Time \_\_\_\_\_  
 Disconnect Date/Time \_\_\_\_\_

\*\*\*\*\*  
 Method of Payment \_\_\_\_\_ Credit Card Type \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Master Account \_\_\_\_\_ Credit Card # \_\_\_\_\_  
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**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.  
 Per Device on Internet # Devices \_\_\_\_\_ \$650 \_\_\_\_\_  
 Using Up To Three Devices #Devices \_\_\_\_\_ \$1500 \_\_\_\_\_  
 Each Additional Device # Devices \_\_\_\_\_ \$400 \_\_\_\_\_

**ADDITIONAL INTERNET AND NETWORKING CONNECTIVITY REQUIREMENTS: Call for a quote.**

**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)

**LABOR RATES\*:** Regular business hours 8:00am-4:00pm \_\_\_\_\_ x \$75 hr \_\_\_\_\_  
 \*Applies to non-hotel lines. Overtime rates 4:00pm-8:00pm and weekends \_\_\_\_\_ x \$100 hr \_\_\_\_\_  
 Evening rates 8:00pm to 12:00am \_\_\_\_\_ x \$150 hr \_\_\_\_\_

**EQUIPMENT AVAILABLE**

SPEAKER PHONE _____ x \$50 _____	MULTI LINE SET _____ x \$200 _____
CONFERENCE PHONE _____ x \$300 _____	Rental fee _____
VOICE MAIL (per line) _____ x \$50 _____	FEATURES (per key) _____ x \$50 _____
LATE CHARGE (on-site orders) _____ x \$300 _____	(Hunt, Intercom, Speed Dial, Forwarding, Call Transfer)
	DELUXE MULTI LINE SET _____ x \$300 _____
	(Includes Voice Mail, Hunt and Forwarding)
<b>TOTAL EQUIPMENT CHARGES</b> _____	

Signature X \_\_\_\_\_

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 15 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.