

1 Harbour Square, Toronto, Ontario M5J 1A6
TelecomServices.01084@westin.com
FAX: 416-869-1223

Telecommunication Services Order Form

COMPANY INFORMATION

Company Name: Electric Power Research Institute	Meeting Room:
Function Name: Electric Power Research Institute	Onsite Contact During Event:
Date of Function:	Onsite Contact Phone #:

PAYMENT INFORMATION

Person Placing Order:	Bill to (please check box): <input type="checkbox"/> Master Account OR <input type="checkbox"/> Credit Card
Phone #:	Type of Credit Card:
E-mail :	Card Number:
Mailing Address:	Card Holder's Name:
	Card Expiry Date: Card Holder's Signature:

#	LOCATION	QTY	PACKAGE*	AMOUNT	INSTALL TIME			DISCONNECT TIME			TELECOM DEPT. USE ONLY							
	ROOM / BOOTH				MONTH	DAY	TIME	MONTH	DAY	TIME	NUMBER	User ID/ Password						
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
Package*	Telecommunication Price & Description	All request forms must include a credit card information or master acct. to ensure installation. Long distance will be charged as used. All calls are subject to GST. All requests must be received 5 days prior to the convention/meeting. Any cancellations must be received 2 days prior to the convention/meeting or charges will apply. Equipment provided will be the responsibility of the requester and if lost or damaged, charges will apply. ISDN lines have a 30 day bill back period for line usage.										Room	Booth	Add Per Day				
TEL	Telephone line, Direct inward and outward dialing with 10 digit number, Dial 9 + phone number, One time fee, Call charges extra																	
SP	Speaker phone rental per day																	
VM	Voice Mail, Password protected																	
WIRED	For Each Wired High Speed Internet Connection, DHCP. Additional Day \$50 / connection																	
WIRELESS	For Each Wireless High Speed Internet Connection, DHCP. Additional Day \$50 / connection																	
ISDN	ISDN Line, 128bps. Call charges will be billed from Bell																	

PLEASE FAX YOUR ORDER TO 416-869-1223 OR CALL 416-361-7428 FOR ANY QUESTIONS