

# Kingston Plantation Communications

Internet Service Request:  Wireless  
 Hardwired Connection

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
<b>Hardwired Connection:</b> (Device Connection Fees are extra)			<b>\$75.00</b>	<b>\$</b>
<b>First Day Connection:</b> (per device)			<b>\$75.00</b>	
<b>Additional Days:</b> (per device)			<b>\$50.00 /day</b>	
<b>Technical Support:</b>			<b>\$75.00 / hour</b>	
<b>Overtime Fee:</b> (On-site Support on weekends, nights or holidays)			<b>\$50.00</b>	
<b>Other:</b>				
			<b>SUBTOTAL:</b>	
<b>Taxes:</b>			<b>9%</b>	

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:

#	Username	Password	MAC Address	IP Address	Expiration (hours)	Initiated (Date)				
							Equipment Rented:		Service/Credentials Activated (Date):	
									Equipment Retrieved (Date):	
									Submitted to Accounting (Date / By):	
1			: : : : :	. . .						
2			: : : : :	. . .						
3			: : : : :	. . .						
4			: : : : :	. . .						
5			: : : : :	. . .						
6			: : : : :	. . .						
7			: : : : :	. . .						
8			: : : : :	. . .						