

TELEPHONE and INTERNET REQUEST FORM

Please fill out form and return no less than ONE week in advance of event.
 Orders received within less than 72 hours notice will incur a 50% late installation fee.



CUSTOMER CONTACT INFORMATION:

Organization Name:	
Contact Name:	Contact Phone:

CPS EVENTS AT THE PLAZA CONTACT INFORMATION:

Requested By:	Ext.:	Date of Request:
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SERVICE INFORMATION:

Installation Date:	Installation Time:
Removal Date:	Removal Time:

SERVICES	PRICE	DESIRED QTY	TOTAL
WIRED			
	<i>Cost of Line</i>		
Dedicated Digital Line	\$300.00		\$-
Analog Line (Maximum of 3 Lines)	\$400.00		\$-
DSL	\$750.00		\$-
HUB per additional users	\$100.00		\$-
Dedicated sDSL Line *	\$750.00		\$-

WIRELESS	Cost per Floor		
WIFI - up to 20 users	\$750.00		\$-
WIFI - up to 50 users	\$1,000.00		\$-
Note: Terrace Room requires an additional \$750.00 set up fee.			

TELEPHONE EQUIPMENT	Cost per Unit		
Digital Multi- Line Speakerphone	\$100.00		\$-
Polycom Conference Phone	\$200.00		\$-
Client must return phones and cables to CPS EVENTS AT THE PLAZA contact. If client does not return phones, they will be charged \$200.00 per missing phone, \$50/cable 25ft. and above.			

LABOR	Cost per Hour		
Daytime Labor (1 Hr. Min.)	\$150.00		\$-
Polycom Conference Phone	\$170.00		\$-
*sDSL Technical Support during setup only is included in service. If technician remains for rehearsals, set up changes and/or during the event to make any moves, adds, changes or fixes, the following apply. Technical Support is required for WiFi or DSL with more than 50 users. (Note: Daytime labor rate is applicable from 9am-5pm Mon-Fri. Must be booked no less than ONE week in advance)			

SUBTOTAL	\$-
8.375% TAX	\$-
TOTAL	\$-

CPS EVENTS AT THE PLAZA USE ONLY:
Telephone Number(s) Assigned:

BEO #: _____
Meeting Room: _____

_____	_____
_____	_____
_____	_____