



IT/TELECOMMUNICATIONS REQUEST

2050 Gateway Place, San Jose, CA 95110 · t: 408.453.4000 * f: 408.437.2899

Today's Date _____
Meeting Title _____ **Company Name** _____
E-mail _____ **Phone Number** _____
Contact Name _____ **Fax Number** _____
Street Address _____
City _____ **Meeting Room / Booth #** _____
State _____ **Install Date/Time** _____
Zip _____ **Disconnect Date/Time** _____

Type of Service/Equipment Rental	Price	# of Days	# of Connections	TOTAL
Analog Line (Incoming/Outgoing)/credit card line	\$ 225.00	one time installation fee (Calls Billed separately)	N/A	\$ -
House Line	\$ 25.00	one time installation fee	N/A	\$ -
High Speed Internet using DHCP (Dynamic Host Configuration Protocol)	\$ 300.00	per device per day		\$ -
	\$ 150.00	ea additional device per day		\$ -
High Speed Internet using static IP's	\$ 450.00	per device per day		\$ -
	\$ 150.00	ea additional device per day		\$ -
Dedicated Service (Available per request)	\$ 2,500.00	per day		\$ -
Wireless Connectivity (Available upon request)	\$ 1,000.00	1-51 users per day		\$ -
	\$ 2,500.00	51+ users per day		\$ -
Polycom Speakerphone (phone line additional)	\$ 125.00	per day		\$ -
Speakerphone (phone line additional)	\$ 35.00	per day		\$ -
Telephone (phone line additional)	\$ 25.00	per day		\$ -
TOTAL DUE				\$ -

48-hour notice required for any service cancellation, full rate charged thereafter.

PAYMENT OPTIONS

House Account **Hotel Master Account #** _____
 Cashier's Check **BEO#** _____
Credit Card VISA MC AMEX
Name on Card _____
Card Number _____ **Expiration Date** _____

Please feel free to contact Marcos Meza at marcos.meza@hilton.com for additional questions or quotes.

SIGNATURE _____ **DATE** _____

NOTE Please return this completed form to the attention of Telecommunications Department c/o Doubletree Hotel San Jose. This form must be received 10 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 Doubletree Hotel San Jose 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.

Description of Services and Equipment

Type of Service	Description
Analog Line (Incoming/Outgoing)	Supports telephone service, modems and fax machines. The line may be dialed directly from outside the hotel (DID) and will dial outside lines as well as internal extensions. Single Line set included – Local & Long Distance calls billed separately
House Line	The line can be dialed directly from the outside, but will dial hotel extensions only.
High Speed Internet using DHCP (Dynamic Host Configuration Protocol)	High Speed internet provided over a shared 20Mbps 1-5 line Standard Connection Speed: 1024 Mbps - Upload / 1024 Mbps - Download
High Speed Internet using static IP's	Address that is dedicated to one device. Standard Connection Speed: 1024 Mbps - Upload / 1024 Mbps - Download
Wireless Connectivity	Available in meetingspace upon request per Group. Standard Connection Speed: 1024 Mbps - Upload / 1024 Mbps - Download
Polycom Speakerphone (phone line additional)	Allowing several people to hear and speak clearly with another party.
Speakerphone (phone line additional)	Basic desk telephone with speaker & voicemail capabilities.
Telephone (phone line additional)	Basic desk telephone