



IT/TELECOMMUNICATIONS REQUEST

2050 Gateway Place, San Jose, CA 95110 · t: 408.437.2807 * 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	\$ 250.00	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)	\$ 400.00	per device per day		\$ -
	\$ 150.00	ea additional device per day		\$ -
High Speed Internet using static IP's	\$ 450.00	per device per day		\$ -
Wireless Connectivity (Available upon request)	\$300.00	Board Meeting Rate		\$ -
	\$500.00	1-10 users per day		\$ -
	\$750.00	11-25 users per day		\$ -
	\$1,250.00	26-50 users per day		\$ -
	\$3,000.00	51+ users per day		\$ -
Polycom Speakerphone (phone line additional)	\$ 125.00	per day		\$ -
Standard Speakerphone (phone line additional)	\$ 35.00	per day		\$ -
Telephone (phone line additional)	\$ 25.00	per day		\$ -
48-hour notice required for any service cancellation, full rate charged thereafter.				TOTAL DUE
				\$ -

PAYMENT OPTIONS

Master Account **Hotel Master Account #** _____

Check **BEO#** _____

Credit Card

Credit Card: Please contact your Catering/Event Manager 7 - 10 days prior to the event taking place to process payment via Credit Card. Services will not be scheduled without establishing payment prior to the event. Services ordered on-site will incur an additional labor fee.

SIGNATURE _____ **DATE** _____

NOTE: Please return this completed form to the attention of the Catering/Events Manager at least 7 - 10 days prior to the event taking place. 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. If payment is via check, please make check payable to the Doubletree by Hilton 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.