

# TELECOMMUNICATIONS ORDER FORM



MARRIOTT MARQUIS  
NEW YORK

Telecommunications Hours of Operation: Monday - Friday (8am - 7pm)  
Saturday (11am-1pm) (not including holidays)

DATE SUBMITTED \_\_\_\_\_

Mail checks or inquiries to:

New York Marriott Marquis  
ATTENTION: Telecommunications Dept.  
1535 Broadway  
New York, NY 10036  
212-704-8889 FAX 212-930-7680  
NEXTEL 347-885-6864

Name of Event: \_\_\_\_\_ Install Date: \_\_\_\_\_  
Company: \_\_\_\_\_ Install Time: \_\_\_\_\_  
(30 minutes prior to meeting start time)  
Address: \_\_\_\_\_ Removal Date: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Removal Time: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Contact: \_\_\_\_\_  
Location of Equipment: \_\_\_\_\_ Booth: \_\_\_\_\_ Hotel Contact: \_\_\_\_\_

Event Manager: If you are requesting phone numbers please attach a diagram noting location of phone in meeting room.

Quantity Item No. Days \* If this request is within 24 hours of meeting time, phone will be installed 15 minutes prior to meeting start time\*

## Analog Direct-In-Dial Phoneline

\$150/ day

Directly accept incoming calls  
Dial "9" for outside access  
Standard Telephone Included

If you have any needs in addition to the services listed, please contact our Telecommunications Department. We would be happy to accommodate your request.

## Polycom Conference Phone

\$150/ day w/ 2 External Mics

Recommended for conferences of 5-10 people

## Polycom Conference Phone

\$100/ day no additional mics

Recommended for conferences of 2-4 people

## For additional services

please call directly  
Including multi-line digital telephones,  
voicemail, conference bridges etc.

## ISDN Line

\$300/ day

Recommended for Video Conferencing  
and Radio Broadcast. 2 channel frequency  
NO IP ADDRESS.

## Technician Overtime Fee

\$50/ hour

For installations & service not provided  
between 8 AM and 5 PM Monday - Friday  
and all day on government recognized holidays

## Miscellaneous

\$ \_\_\_\_\_ fee ☐ Per Day ☐ Flat Rate

Please provide description

## TELEPHONE INFORMATION

- All calls will be billed at guest room rates. Local calls are \$1.00 plus taxes (\$1.26) for the first 3 minutes + \$0.02 each additional minute and may be subject to additional local and/or long distance charges. International and Domestic Long Distance calls will be charged to your account and billed at the AT&T Daytime Operator Assisted Rate plus a 55% hotel surcharge. International calls are subject to a connection charge of \$3.25. **There is a \$2.00 charge for all calling card, 800, 888, 877 or 866 calls.**
- Your phone request must be accompanied by a valid credit card number with cardholders name and signature below or payment in advance for installation plus a deposit of \$100 per day per line for telephone calls or you have direct billing established with our credit department.
- HIGH SPEED INTERNET ACCESS** is available upon request. Please contact directed to iBahn at (212) 704-8901
- All fees are subject to 14.32% sales and communications tax.
- The hotel's long distance carrier is AT&T. A fee will be charged to change carriers. A \$500 connect/disconnect fee will be charged for any voice circuit not obtained through the hotel.
- Requests must be submitted within 1 week of installation.
- Fees current as of October 28, 2013. Hotel reserves the right to change prices at any time.

## Method of Payment

☐ AMEX ☐ Visa ☐ MasterCard ☐ Discover ☐ Diner's Club ☐ Other

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder: \_\_\_\_\_

Signature: \_\_\_\_\_

TECH:

AYS MANAGER:

DATE:

PMS#:

Below for Hotel use only

A-1 COMMUNICATIONS BID

REG	OT	SUN/HOL
TOTAL T&M:		
INVOICE#:		