

The DIPLOMAT

BEACH RESORT

Technology Services Order
 Email or Fax with Payment to: IT Department
 3555 South Ocean Drive
 Hollywood, Florida 33019
 P:954-602-8856 F: 954-602-8860

Date: _____ Clearly Print ALL Information, if you have any questions email: Gloriann.torres@diplomaresort.com

Event Name: _____ Company Name: _____ Location for equipment (meeting room or booth #): _____

Install Date: _____ Removal Date: _____ Name(print): _____ Phone number: _____

Time: _____ Time: _____ Email: _____

Company Address: _____ City, State: _____ Zip Code: _____

Advanced Rates - Apply when the order is placed 8 or more days in advance to event. **Pop Up Rates** - Apply when the order is placed within 7 days from the event.
Usage Charges - Vary based on length of call, area called and amount of calls made.

Ethernet Drop with one IP address - Will give you internet connection for <u>one</u> computer/laptop		Advanced Rates	Quantity	Pop Up Rates	Quantity	Total High Speed Internet Access
Please choose one: <input type="checkbox"/> WIRED ** <input checked="" type="checkbox"/> WIRELESS	Initial Drop	1 Day	\$300	1 Day	\$350	\$0.00
		2 Days	\$600	2 Days	\$650	\$0.00
		3+ Days	\$750	3+ Days	\$800	\$0.00
Additional IP Address - Should you have more equipment that needs internet connections order an IP Address <u>PER</u> item		Each additional IP	\$100	Each additional IP	\$125	\$0.00

****IF WIRED CONNECTION OR PHONE IS REQUESTED, PLEASE INCLUDE DIAGRAM OF YOUR MEETING SPACE/BOOTH WITH LOCATION.** If you choose to bring in your own hub to supply additional connections, the charge of \$100 for additional internet feed will still apply. Also, a charge of \$200 will be incurred for the property's hubs not returned at the end of the event.

Types of Phone Lines - (Standard House Phone included) In House calls can be made and received with any of the phone lines assigned.	Advanced Rates	Quantity	Pop Up Rates	Quantity	Total Telecom (6% Tax will be applied at time of billing)≈
In House phone line ≈ - (Outgoing Only) Local, 800 calls and credit card line as well.	\$75.00		\$100.00		\$0.00
Long Distance Line ≈ - (Outgoing Only) Local and long distance calls.	\$150.00		\$200.00		\$0.00
DID (Direct & Inward Dialing) ≈ - (Incoming and Outgoing) Can be used as a fax, can make and receive local, 800 and long-distance calls directly to assigned extension.	\$200.00		\$250.00		\$0.00

Additional Equipment	Advanced Rates	Quantity	Pop Up Rates	Quantity	Total
Simple Speaker Phone ≈	\$50.00		\$75.00		\$0.00
Polycom Conference Phone ≈	\$200.00		\$250.00		\$0.00
Polycom Conf Phone w/ addtl mic ≈	\$300.00		\$350.00		\$0.00
TV Channel Rental ≈	\$1,000.00		\$1,250.00		\$0.00
Video Conference ≈	\$2,500.00		\$2,800.00		\$0.00
Voicemail, Rollovers, Hotlines, Call Pickup (each) ≈	\$50.00		\$75.00		\$0.00
Digital Phone ≈	\$200.00		\$250.00		\$0.00

Estimated Total for this order (tax not applied yet) \$0.00

FULL PAYMENT MUST BE RECEIVED SEVEN (7) CALENDAR DAYS PRIOR TO YOUR GROUP EVENT IN ORDER TO OBTAIN ADVANCED RATES,
NO CREDITS WILL BE ISSUED ON ETHERNET DROPS INSTALLED AS ORDERED EVEN THOUGH NOT USED
ALL ORDERS ARE SUBJECT TO 25% CANCELLATION FEE

Charge to Master
 Charge to S&P
 Charge to Credit Card
 Charge to Guestroom
 Once we receive your order and the credit card authorization form, we will call you in order to process the charges over the phone.

Verify your email address here: _____

Approved by: _____ **Signature :** _____

Notes:

For IT use only: Ext: _____, _____