

# PALMER HOUSE

A HILTON® HOTEL

17 E Monroe Street, Chicago, IL 60603  
 (312) 726-7500 Fax (312) 917-1740

Contact Name: \_\_\_\_\_

Phone Number : \_\_\_\_\_

Group Name : \_\_\_\_\_

Meeting Room/Booth # : \_\_\_\_\_

Install Date: \_\_\_\_\_

Disconnect Date/Time: \_\_\_\_\_

E-mail : \_\_\_\_\_

Notes: \_\_\_\_\_

HSIA Charges : \$ \_\_\_\_\_

Telephone Charges: \$ \_\_\_\_\_

(For Tele only) 9% (Sales Tax) \$ \_\_\_\_\_

Labor Charges: \$ \_\_\_\_\_

Print : \_\_\_\_\_

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

Date : \_\_\_\_\_

Total Charges: \$ \_\_\_\_\_

**BILLING NOTE:**

**Credit Card payments MUST be provided to Lizette Martinez (312)621-7384, Billing Coordinator. Contact EMAIL is required to send your receipt.**

## 2019 Communications Order Form

### HIGH SPEED INTERENT CONNECTIONS

Uses DHCP (Dynamic Host Configurations)

Access is set at 4024 kbps up/down  
 Access Code Provided On-Site

**Shared Metro E connection Hardwire.. \$200 per day:**

List # of connections: \_\_\_\_\_ x (\$200 per day) total days \_\_\_\_\_ total amount \$ \_\_\_\_\_

**Shared Metro E connection (Wireless)..... \$100 for each day.**

List # of Connection \_\_\_\_\_ X (\$100.00 per day ) total days: \_\_\_\_\_ total amount = \$ \_\_\_\_\_

**Static IP Addresses: \$950 per ip per day**

(Must be ordered two weeks prior to event.)

List # of ip's: \_\_\_\_\_ x \$950 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 (# of days)

**Single VLAN Configurations: \$2000 per port per day**

(Must be ordered two weeks prior to event.)

List # of ports needed: \_\_\_\_\_ x \$2000 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 (# of days)

**Meeting Room Event Specific Services**

**Bandwidth throttling per port upgrade**

◆ 1536 kbps upload/download ..... \$500 per connection per day \$650 per IP per day: \_\_\_\_\_ x \$650 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 (Upgrade charges are additional charges to Shared Metro E cost.) (# of ip's) (# of days)

**Video Conferencing IP to IP**

**D.I.D Line (Direct -In-Dial)**

Charge \$225 for the 1st day = \$ \_\_\_\_\_  
 Charge \$50 each add'l day = \_\_\_\_\_ x \$50 each day = \$ \_\_\_\_\_  
 (# of days)

**Analog Line**

Charge \$195 for the 1st day = \$ \_\_\_\_\_  
 Charge \$50 each add'l day = \_\_\_\_\_ x \$50 each day = \$ \_\_\_\_\_  
 (# of days)

**House Phone:**

Charge \$95 for the 1st day = \$ \_\_\_\_\_  
 Charge \$50 each add'l day = \_\_\_\_\_ x \$50 each day = \$ \_\_\_\_\_  
 (# of days)

**Polycom**

Charge \$250 for the 1st day = \$ \_\_\_\_\_  
 Charge \$50 each add'l day = \_\_\_\_\_ x \$50 each day = \$ \_\_\_\_\_  
 (# of days)

**Deluxe Multi-Line Set (includes: Hunt /forwarding/transfer/v-mail.**

Charge \$395 for the 1st day = \$ \_\_\_\_\_  
 Charge \$50 each add'l day = \_\_\_\_\_ x \$50 each day = \$ \_\_\_\_\_  
 (# of days)

**Multi-Line Set;**

Charge \$295 for the 1st day = \$ \_\_\_\_\_  
 Charge \$50 each add'l day = \_\_\_\_\_ x \$50 each day = \$ \_\_\_\_\_

All Telephone Services are subject to 9%

**Features ..... \$50 per key per day.** (circle requested feature)

Hunt ♦ Intercom ♦ Speed Dial ♦ Call Forwarding ♦ V oicemail ♦ Call Transfer

Number of keys requested: \_\_\_\_\_ x \$50 = \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
 (# of days)

**Labor Rates:**

(4 hr minimum per room)

Regular business hours ..... \$125/hr  
 (7:00 AM-4:00 PM)

Overtime rates ..... \$160/hr  
 (4:00 PM-10:00 PM & Saturday)

Holidays/Sunday ..... \$160/hr

**Types of Calls**

Room-to Room and 911.....No Charge  
 Local Calls .. .....\$1.50 + 10¢ per minute after 60 minutes  
 800/888/8xx Toll Free .....No charge less than 60 minutes 10¢ per minute after 60 min.  
 Long Distance/ Domestic/Int'l.... AT&T Operator Assisted Rate

Note: Please return this completed form to the attention of Telecommunications Department c/o Palmer House Hilton 17 E Monroe St, Chicago, IL 60603. This form must be received 15 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. 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. 50% charge will be applied to orders cancelled after the equipment was set.