



# IT REQUEST

2050 Gateway Place, San Jose, CA 95110 · t: 408.453.4000 \* f: 408.437.2899 \* www.sanjose.doubletree.com

**Today's Date** \_\_\_\_\_  
**Meeting Title** \_\_\_\_\_  
**E-mail** \_\_\_\_\_  
**Contact Name** \_\_\_\_\_  
**Street Address** \_\_\_\_\_  
**City** \_\_\_\_\_  
**State** \_\_\_\_\_  
**Zip** \_\_\_\_\_

**Company Name** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_  
**Fax Number** \_\_\_\_\_  
**Meeting Room / Booth #** \_\_\_\_\_  
**Install Date/Time** \_\_\_\_\_  
**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	\$ -
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	\$ 150.00	each per day		\$ -
Wireless Connectivity	\$ 150.00	Board Meeting Rate		\$ -
	\$ 300.00	1-10 users per day		\$ -
	\$ 500.00	11-25 users per day		\$ -
	\$ 1,000.00	26-50 users per day		\$ -
	\$ 2,500.00	51+ users per day		\$ -
Polycom Speakerphone (phone line additional)	\$ 125.00	per day		\$ -
<i>48-hour notice required for any service cancellation, full rate charged thereafter.</i>				<b>TOTAL DUE</b> \$ -

**PAYMENT OPTIONS**

**Hotel Master Account #** \_\_\_\_\_

**Credit Card**

**Name on Card** \_\_\_\_\_  
**Card Number** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

Please feel free to contact Jenny Andrade-Cristales at jenny.andrade-cristales@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.