



TELECOMMUNICATIONS ORDER FORM

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

DATE SUBMITTED _____

Telecommunications Hours of Operation:
Monday - Friday (8am - 5pm)
(Not including holidays)

Name of Event	Install Date:
Company:	Install Time: (30 minutes prior to meeting start time)*
Address:	Removal Date:
City/State/Zip:	Removal Time:
Phone Number: _____ Fax Number: _____	Room and Location of Equipment:
EMAIL: _____	
Contact:	Hotel Contact:

Event Manager: If you are requesting phone numbers please attach a diagram noting location of phone in meeting room.
***If this request is within 24 hours of meeting time, phone will be installed 15 minutes prior to meeting start time.**

QTY	ITEM	#DAYS	TELEPHONE INFORMATION
___	Analog Direct-In-Dial Phonenumber \$150 per day <i>Directly accept incoming calls</i> <i>Dial "9" for outside access</i> <i>Standard Telephone Included</i>	___	<p>All calls will be billed a 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.</p> <p>Your phone request must be accompanied by a valid credit card number with cardholders name and signature or payment in advance for Installation plus a deposit of \$100 per day per line for telephone calls or your have billing established with Hotel.</p> <p>High Speed Internet Access is available upon request. Please contact GuestTek service provider directly at 212 930-7675.</p> <p>All fees are subject to a 14.32% sales and communications tax.</p> <p>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.</p> <p>Requests must be submitted within 1 week of installation.</p> <p>Fees current as of December, 2016. Hotel reserves the right to change prices at any time.</p>
___	Polycom Conference Phone \$150 per day With 2 External Mics <i>For conferences of 5-10 ppl</i>	___	
___	Polycom Conference Phone \$100 per day No additional mics <i>For conferences of 2-4 ppl</i>	___	
___	ISDN Line \$300 per day <i>Recommended for Video Conferencing and Radio Broadcast</i> <i>2 Channel Frequency</i> <i>No IP Address</i>	___	
___	Additional Service: Call for Pricing \$ _____ Per Day _____ Flat Rate <i>Multi-line Digital Telephones</i> <i>Voicemail</i> <i>Conference Bridges</i>	___	
___	Technician Overtime Fee \$50 per hour For installations and services provided outside the hours of 8am-5pm, Mon-Fri and all day on government holidays	___ Hrs	

Method of Payment

Below is Hotel use only

<input type="checkbox"/> AMEX <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Discover <input type="checkbox"/> Diner's Club <input type="checkbox"/> Master Acct Card #: _____ Exp Date: _____ Cardholder: _____ Signature: _____	A-1 COMMUNICATIONS BID		
	REG	OT	SUN/HOL
	TOTAL T&M: _____		
	INVOICE #: _____		

TECH: _____ AYS MANAGER: _____ DATE: _____ PMS #: _____

PHONE TECH AND AYS MANAGER SIGNATURE INDICATES THAT SERVICES REQUESTED AND MATERIALS PROVIDED HAVE BEEN COMPLETED AS SPECIFIED ABOVE BY THE CUSTOMER. I UNDERSTAND THAT THE SERVICES PROVIDED ARE PURSUANT TO TERMS AND CONDITIONS STATED ON FILE IN THE TELECOMMUNICATIONS OFFICE.