

# VOICE & DATA REQUEST FORM

The Sheraton Centre Toronto Hotel  
 123 Queen Street West  
 Toronto, Ontario - M5H 2M9  
[00271informationtechnology@starwoodhotels.com](mailto:00271informationtechnology@starwoodhotels.com)  
 416-947-4963 FAX 947-4849

## Company Information

<b>COMPANY NAME:</b>	<b>CONTACT:</b>
<b>COMPANY ADDRESS:</b>	<b>TELEPHONE:</b>
	<b>FAX:</b>
	<b>email:</b>

## Show Information

<b>MEETING ROOM:</b>
<b>BOOTH NUMBER (If applicable):</b>
<b>INSTALLATION DATE &amp; TIME:</b>
<b>DISCONNECTION DATE &amp; TIME:</b>

## Payment Information

Please provide email address of person who will be entering payment information.  
 A secure link to Starwood's online credit card authorization system will be sent to that person.

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## Services available for order

### *Phone and Modem Services*

	Quantity		Price (unit)
Modem access for dial up (installation only)		@	\$175.00
Phone access with standard phone (installation only)		@	\$175.00
Credit Card Access Line (dial "9" access only)		@	\$175.00
ISDN (installation only -256k / all ISDN will be billed 30 days out for any line usage)		@	\$350.00

### *Daily Equipment Rental & Services*

	Quantity		Price (unit)
Conference Phone rental (per day)		@	\$150.00
Voicemail box rental (per line)		@	\$25

### *High Speed Internet Services*

	Quantity		Price (unit)
High-speed internet - per computer (first day)		@	\$350.00
Additional Days (per computer)		@	\$50

### *Wireless Internet Services*

	Quantity		Price (unit)
Wireless High-speed internet - per computer (first day)		@	\$350.00
Additional Days (per computer)		@	\$50

### *Mike Units Rental (two-way radios & cellular access)*

	Quantity		Price (unit)
Unit rental for two way only (per day)		@	\$35.00
Unit rental for two- way & local access only (per day)		@	\$45.00
Unit rental for two- way-local-long distance(per day)		@	\$50.00
Phonebook Programming (per unit)		@	\$5.00

**NOTE:**

- \* All request forms must include a credit card number or P.O. number to insure installation.
- \* All local calls are charged at \$2.00 per call for the first 20 minutes and 15cents per minute there after
- \* Toll-free, collect and credit card calls are charged \$2.00 per call plus 15cents per minute after the first 20 minutes.
- \* Long distance will be charged as used.
- \* All calls are subject to GST.
- \* All requests must be received 5 business days prior to the convention or meeting.
- \* Any cancellations must be received 2 days prior to the convention or meeting or charges will apply.
- \* Equipment provided will be the responsibility of the requester. If lost or damaged, charges will apply.
- \* ISDN lines have a 30day bill back period for line usage.
- \* **Prices subject to change without notice**