PALMER HOUSE
A HILTON® HOTEL

17 E Monroe Street, Chicago, IL 60603
(312) 726-7500 EXT: 5505 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: $ _____

2018 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**
(Upgrade charges are additional charges to Shared Metro E cost.)

Video Conferencing IP to IP
$650 per IP per day: _____ x $650 x _____ = $ _____
(# of ip's)   *(# of days)*

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%

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

Features …… $50 per key per day.   *(circle requested feature)*
Hunt ♦   Intercom ♦   Speed Dial ♦   Call Forwarding ♦   Voicemail ♦   Call Transfer

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

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