



CONVENTION AND VISITORS BUREAU

ROBINSON CENTER
 P.O. Box 3232
 Little Rock, AR 72203
 (501) 255-3307 • FAX# (501) 376-7833

ALL ADVANCE ORDERS MUST BE RECEIVED SEVEN (7) DAYS PRIOR TO MOVE-IN FOR ADVANCE RATES.

EVENT DATE _____ ROOM NAME/ BOOTH# _____
 NAME OF EVENT _____
 COMPANY NAME _____
 CONTACT NAME _____ PHONE _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____

TELEPHONE AND INTERNET SERVICES ORDER FORM

SERVICE TYPES	QUANTITY	ADVANCE ORDER	*FLOOR ORDER	TOTAL
STANDARD TELEPHONE SERVICE <i>Does not include handset</i> Telephone line installation includes one touch-tone line. Long distance calls may be made using a credit card, or for an additional fee, long distance service can be added. Telephone line goes through a PBX. <u>Suitable for voice and fax service.</u> 28.8 bps connection		\$130.00	\$200.00 *	
BUSINESS TELEPHONE SERVICE – 56.6bps <i>Does not include handset</i> Phone line installation includes one touch-tone line. Long distance calls may be made using a credit card, or for an additional fee, long distance service can be added. Telephone line does not go through PBX. <u>Recommended for modem connection.</u> 56.6 bps connection 10 BUSINESS DAYS REQUIRED FOR CONNECTION FOR THIS SERVICE.		\$195.00	N/A	
Standard Telephone Hand Set (rental)		\$35.00	N/A	
Long Distance Access (credit card required Rate: \$10, plus 15¢ per minute)		\$10.00	N/A	
BROADBAND INTERNET ACCESS One dynamic (DHCP) IP address per connection (PC REQUIREMENTS: Internet Explorer 5.0 or later. 10/100Base-T Ethernet, TCP/IP Protocol, configured to obtain IP address and DNS servers automatically). Technical Assistance may incur additional fees		\$185.00	\$275.00 *	
ADDITIONAL CONNECTIONS (IP addresses) for connection above		\$100.00	\$150.00	
Order Change (location or type) Service Charge after installation		\$50.00	N/A	
TOTAL				

NOTES:

Send this completed form with payment to the address at the top of the page. Make check payable to ROBINSON CENTER or pay by credit card.

Check Visa MasterCard American Express

Credit Card _____ #Expiration Date _____

Print Name _____ Date Card Charged _____

Authorized Signature _____ Authorization # _____

(-) Floor Rate applies to all orders received less than 7 days prior to move-in. Floor orders and/or changes received less than one day prior to move-in day cannot be guaranteed an installation time (additional charges may apply).

FOR OFFICE USE ONLY

Order Date: _____ **NOTES:** _____

Billing Party: _____

Billed Date: _____