

HERSHEY[®] Lodge

Telephone Order Form

Hershey Lodge
325 University Drive
Hershey, PA 17033
Office 717-534-8624
Fax 717-534-8683

Please provide the following information:

ORDER DATE: _____

NAME OF CONVENTION: Empire Education CONFERENCE DATE: 5/16-17/10

COMPANY NAME: _____ CONTACT NAME: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

METHOD OF PAYMENT: Master Or CC# _____

ROOM: _____ BOOTH NUMBER: _____

LOCATION IN ROOM: _____ EXTENSION: _____

Type of Service	Cost Per Day	Date of Service	Time of Service	# of Days	# of Lines	Total Cost
IN-HOUSE LINE (Includes Telephone) Limited to in-house telephone service only	\$25					
LOCAL & LONG DISTANCE LINE with Telephone For Outgoing Calls Only <i>One Time \$125 hook-up charge</i>	\$40					
LOCAL & LONG DISTANCE LINE for Conference Call <i>Polycom/Speaker Phones MUST Be ordered Through PSAV Call 717-534-8608</i>						
LONG DISTANCE LINE (Credit Card Machine) <i>Will your machine be programmed to dial 9 + number</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>One Time \$125 hook-up charge</i>	\$40					
DID LOCAL & LONG DISTANCE LINE Direct Inward Dial For Incoming & Outgoing Calls <i>One Time \$125 hook-up charge</i>	\$60					

A \$100 surcharge will apply if not ordered at least 21 days in advance of your event.

Orders not submitted to the Convention Services Manager at least 21 days prior to the event cannot be guaranteed.

Please Note: Long distance calls are surcharged at 75% above standard AT&T Operator Assisted rates plus tax. Directory Assistance & Information calls are \$1.50 per call plus tax. All Local, Operator Assisted and 800/888/877 calls are no charge.

SUB TOTAL: _____

Sales Tax 6%: _____

TOTAL: _____

Customer Signature: _____

Date: _____

CSM: _____

For Lodge Use Only

Account # _____

Technician: _____ Date: _____ Switch Port #: _____ Patch Panel # _____