



Videoconferencing Reservation

Location: 74 Evergreen Drive, Portland, ME 04103 (207) 775-1671

Order Taken By _____ Date _____

Contact Name _____ Phone _____ Fax _____

Company _____ Email _____

Billing Address _____ Purchase Order _____

City _____ State _____ Zip _____

Payment: Account / AMEX DC MC VISA # _____ CV2 ID# _____ Exp. _____

Name on Card _____

****(Credit Card Information required for all Clients without an account.)****

The Videoconference

Date _____ Time _____ Number of People (Our end) _____

Name(s) of Local Participants _____

Dial In _____ Give them our ISDN / IP number – **ISDN 207-878-7527 / IP 66.186.191.252**

Dial Out _____ Far End ISDN / IP # _____

Far End

Location _____ City _____ State _____

Room Contact _____ Phone _____

Test Date _____ Test Time _____ No Test Needed _____

VC Rates

Set-up and Test Charge \$25 ____ Yes ____ No

Conference room only (without VC), M-F 8am-5pm \$50 ____ hr = ____

Standard Hours Room Charge, M-F 8am – 5pm \$200 x ____ hr = ____

After Hours Charge, 6am - 8am & 5pm - 9pm \$250 x ____ hr = ____

Late Night, Weekends & Holidays(2 Hour Minimum) \$300 x ____ hr = ____

Communication U.S. Only (dial out) \$100 x ____ hr = ____

(We will respond with a quote for international rates)

Estimated Total _____

Conference Time and Cancellation Policy (Please Read)

The time scheduled will be the time charged.

There is a one hour minimum 6am-9pm Monday-Friday.

There is a two hour minimum 9pm-6am Monday-Friday and anytime Weekends & Holidays.

The room is billed in 15 minute increments thereafter.

Cancellations within 24 hours of conference will be charged the full amount of conference.

Cancellations with more than 24 hours notice will be charged set up fee only.

We can not make any guarantee on connection quality of an IP call.

Client Signature: _____ Date: _____

Special Needs: _____
Legal Videographer in room ____ \$150/hr – 2 hour Minimum
VHS Video/Audio Recording ____ \$40/hr
Broadband Connection ____ Free
DVD Player ____ Free

Please Fax or Email Back to HAV Signed and Dated to confirm your Conference (207) 874-7803