



SAN FRANCISCO MARRIOTT

Mail to:
San Francisco Marriott
Attention: Communications
55 Fourth Street
San Francisco, CA 94103
415.442.6190 FAX 415.442.6777

COMMUNICATIONS DEPARTMENT ORDER

Convention Name: _____ Install Date/Time: _____ Removal Date/Time: _____
Company: _____ Location of Equipment: _____
Address: _____
City: _____ State: _____ Zip: _____
Requester's Name: _____ On-Site Event Contact _____
Phone: _____ Fax: _____

- House Phone - \$25.00/day
House Phone with Local Calls - \$100.00/installation, \$25.00/day
House Phone with Long Distance Calls - \$100.00/installation, \$25.00/day
Direct Lines/Data Lines - \$200.00/installation, \$25.00/day
Additional Instrument Programming: (Voice Mail, Conferencing, Hold, Multibutton) - \$75.00/installation
Speaker Phone (for use of groups up to six people) - \$50.00/day
Speaker Phone (for use of groups up to fifteen people) - \$100.00/day
Pop-up fee for all orders received less than fourteen (14) days prior to or during event - \$85.00/per order

Thank you for your order with the San Francisco Marriott. Following is a description of services offered. If you have any needs in addition to these, please let our Communications Department know. We would be glad to accommodate your needs.
Telephone Information:
• All calls will be billed at Guest Room Rates.
• All phone orders must be received by the Communications Manager two week prior to the desired date of installation. There will be an additional \$85.00 fee per phone for orders received within 14 days of installation or during the event.
• Your phone request must be accompanied by a valid credit card number—with cardholder's name and signature OR payment in advance for installation and daily charge plus a deposit of \$50.00 per line for phone calls—unless you have established direct billing with our Credit Department.
• All phone equipment must be returned to the Communication Department to avoid a \$50.00 per phone charge for any missing phones (Dial "0" to request phone pick-up.)
• \$25.00 per day fee waived for Pacific & Sierra Conference Suites for existing phone conversions.
• Pagers, cellular phones & internal wireless phones are available. Please inquire.

METHOD OF PAYMENT Confirmation cannot be provided until a completed order form and valid method of payment are received. If confirmation has not been received fourteen days prior to the event, please call the above number.

Room number: _____
Check enclosed with credit card no. [] MasterCard [] Amex [] Visa Credit Card #: _____ Exp. date: ____/____/____
Print cardholder's name: _____
Card holder signature: _____ Date: _____
Additional authorized signature: _____ Print name of additional authorized signer: _____

MARRIOTT USE ONLY
Convention Contact: _____ Extension: _____
BILLING Master Account #: _____ House Account #: _____