

# VIDEO CONFERENCE RESERVATION AGREEMENT



The following information, pricing, terms and conditions are agreed upon by the scheduling party named below.

## Scheduling Party:

Company \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

## Payment Method:

Company \_\_\_\_\_  
Credit Card  Check   
Name on Card: \_\_\_\_\_  
Visa  MasterCard   
Card Number \_\_\_\_\_  
Billing Address \_\_\_\_\_  
Zip Code \_\_\_\_\_ Expiration Date \_\_\_\_\_

## CONFERENCE INFORMATION

Date \_\_\_\_\_ Time \_\_\_\_\_  
# of Participants \_\_\_\_\_ Network Speed  128  384  
Initiated by  Customer  Choice Business Services  Other \_\_\_\_\_

Special Requirements: e.g. video tape of conference, document camera, catering, etc.

**PROJECTED COSTS:** Costs are pro-rated based on information provided and are subject to change based on changes made prior to or at time of the conference

Room Rental Rates: \$180.00 per hour Long Distance Fees: \$90.00 per hour  
Other Fees: \_\_\_\_\_ Actual Cost: \$ \_\_\_\_\_  
Order Taken By: \_\_\_\_\_ Signature: \_\_\_\_\_

*All cancellations must be made 24 hours prior to reservation time. Failure to do so will result in room charge.*  
**Term and conditions:** 1. Reservation of rented room will not be held until signed reservation form is received. 2. Reservation fees may be applicable at some rented locations. If applicable reservation fee payment must accompany signed reservation form. 3. Room rentals and ISDN long distance fees are based on hourly fees, minimum one hour and billed in half-hour increments thereafter. 4. Room rental will not be reduced by unused time and additional use beyond the scheduled time may be restricted. 5. Cancellation fees – loss of reservation fee if cancelled more than one business day prior to conference; 100% of room rental if cancelled within one business day prior to conference. 6. Payment terms are SAME day only unless scheduling party as an established account. 7. **Choice Business Services** is not responsible for delays, postponements, failure of video conferencing technology or cancellations due to unforeseen circumstances and in no way liable for any loss of use, lost profits, consequential of any other damages. In no event shall any liability exceed the amount of the room rental fee.

## SYSTEM INFORMATION

Dial-up # (616) 464-0139  
IMUX: Polycom

## Approval Signature – Fax Back (616) 957-3124

Codec: Polycom ViewStation 512  
Carrier: AT&T