Kingston Plantation Communications
Temporary Telephone Service Request

Date of Order: Number of Lines Needed:
Group:
Room Location: Booth:
Company:
Contact: Phone:

SERVICE REQUESTED	Line 1	Line 2	Line 3
VOICE (standard telephone service)			
DATA: Modem, FAX, etc.			
Local & Toll Free (Standard Setup)			
Long Distance Access			
Direct Dial Number (Inbound Only)			
Telephone Set			
Other:			

There is an activation fee of $85.00 per line. Equipment rental and call toll charges are extra.

ACTIVATE: Day: Date: Time:

DEACTIVATE: Day: Date: Time:

Billing Information:

Room/Billing Folio #:
Credit Card (check appropriate box)
☐ Visa ☐ MasterCard ☐ AmEx ☐ Other:
Credit Card #: Expires:
Cardholder Name:
Billing Address:

Conference Services Manager: **Ext**:

For Office Use ONLY	Line 1	Line 2	Line 3
Extension Number			
Location			
Jack Position #			
Booth #			
Class of Service			
Class Restriction			
DID # Assigned for Inbound Calls			
Activated (Date/Time)			
Deactivated (Date/Time)			

Copies to: ☐ Conference Services: ☐ Presentation Services: ☐ Night Auditor ☐ KPCI