

*Indicates Required Information

VIDEOCONFERENCE RESERVATION FORM



Stratosphere Multimedia L.L.C.
551 Madison Ave, 7th Floor
New York, NY 10022
[55th Street @ Madison Avenue]
Tel: (212) 702-0700
Fax: (212) 702-8871
www.stratosphere-nyc.com

<p>*Meeting Date: _____ TIME</p> <p>*Time: From _____ To _____</p>	<p>*Requested by: _____ CLIENT</p> <p>*Company: _____</p> <p>*Phone: _____</p> <p>*Fax: _____</p> <p>*Billing Address: _____</p> <p>Email: _____</p>
MULTISITE INFO (Addendum required)	
<p>Bridging Provider: _____ No. Of Sites _____</p> <p>Operator: _____ Phone _____</p> <p>Format: _____ Ref No. _____</p> <p>Bridge Port Charges: \$ _____</p>	

SITE INFORMATION		
*City 1: _____	System _____	ISDN _____
Company _____	Site Contact _____	Phone _____
Address _____		
*No. Attending _____	Participant Contact _____	Phone _____
Room Charges: \$ _____	Local Start Time: _____	
ISDN Network Charges: \$ _____	Transmit or Receive Call: _____	Data Rate _____

*City 2: _____	System _____	ISDN _____
Company _____	Site Contact _____	Phone _____
Address _____		
*No. Attending _____	Participant Contact _____	Phone _____
Room Charges: \$ _____	Local Start Time: _____	
ISDN Network Charges: \$ _____	Transmit or Receive Call: _____	Data Rate _____

Other Charges: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	notes _____	SPECIAL REQUIREMENTS <input type="checkbox"/> Document Camera <input type="checkbox"/> VCR Player/ Recorder <input type="checkbox"/> 3/4" Player/ Recorder <input type="checkbox"/> Scan Converter <input type="checkbox"/> Other _____
---	-------------	---

BILLING		
Total Charges: \$ _____	AMEX No. _____	Expires _____
Payment Terms: _____	Authorizing Signature: _____	
_____	Please Print Name: _____	

Cancellation Policy:

Cancellations within 24hrs - 100% total charges. Cancellations within 48hrs - 50% total charges. \$50 scheduling fee applies for all domestic cancellations. \$150 scheduling fee applies for all international cancellations. \$75 scheduling fee for Network Affiliate VC Suites supplied by Stratosphere. Additional scheduling fees may apply for location and/or time changes. Stratosphere Multimedia, LLC is not responsible for delays, postponements or cancellations of videoconferences due to unforeseen circumstances. Your signature on this form acknowledges your agreement to our cancellation terms.

Please fill out and fax back to (212) 702-8871