

VIDEOCONFERENCE RESERVATION-Walnut Creek



Date of Conference: _____

Today's Date: _____

Time: From _____ To _____ (PST)

Rental Charges apply to all reserved time. One hour minimum;
Fifteen minute increments thereafter. Changes may incur charges.

Contact Name: _____

Company: _____

Address: _____

City	# of Participants
_____	_____
_____	_____
_____	_____

Phone: _____ **Fax:** _____

E-mail Address: _____

InConference Person in charge the day of the Event:

Name: _____

Client Contact the day of the Event:

Name: _____

CONTACT INFO FOR TEST CALL:

Phone: _____ **Fax:** _____

Name: _____

Videoconference Equipment Information:

Type (circle one): Point-to-Point Multipoint

Speed (circle one): 128 384

Equipment Type: _____

Type of Call: ISDN IP

Document Camera: Yes No

Internet Connection: Yes No

Which City will initiate the call? _____

Address: _____

Model #: _____

Mode: _____

Special Requirements: _____

Please list all sites you wish to reserve through InConference

If this is a Point-to-Point Conference, please provide details

City	Make/Model	Network
_____	_____	_____

about the non-InConference site provided by your company:

Video Room Phone	Video Dial-up #s
_____	_____

Billing Information:

Signature Authorizing Payment: _____

Please Print Name: _____

Company: _____

Phone: _____ Fax: _____

MC/Visa #: _____

Expiration Date: _____

Cardholder's Address: _____

CCID Security Code: _____

Reservation Cancellation Policy

Notification

Charges

- 1 business day or less, US sites
- more than 1 business day, US sites
- 2 business days or less, int'l sites
- more than 2 business days, int'l sites

- Full charges may apply
- Scheduling Fee
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- Scheduling Fee

InConference is not liable for any loss of use, lost profits, consequential or other damages. InConference is not liable for the failure of videoconferencing technologies. In no event shall InConference's liability exceed the amount of the room fee.

1340 Treat Blvd., Suite 180, Walnut Creek, CA 94597 TEL: 925-296-0680

PLEASE FAX FORM BACK TO 800-878-0227