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Affinity
VideoNet®

Videoconferencing Reservation

Please complete and fax to **978 768 7474**

Reservation # AVN- _____
(assigned by Affinity VideoNet)

Bill To (If different from information at left)

Company _____
Attention _____
Address _____
Phone _____ Fax _____

Credit card payment requires an authorization form

If credit card authorization is on file, please verify information:

Cardholder _____ Last 4 digits of card _____
Card type (circle one) AmEx MC VISA Exp date _____

If credit card authorization is not on file, please request a form:

Request Credit Card Authorization Form

(a form will be faxed to you along with your conference confirmation)

Multipoint Conference Information

Total # of sites _____
Bridge provider, if booked _____
Bridge reservation number _____

Name and Telephone of One Participant

Company _____
Contact Person _____
Address _____

Phone _____ Fax _____
e-mail address _____

Conference Date _____

Conference Time from _____ to _____ ET(NY time)

Room charges apply to all reserved time. Changes may incur charges.

One hour minimum; fifteen minute increments thereafter.

Type of Conference (circle one) Point to Point Multipoint

Network Speed (circle one) 112/128 224/256 336/384

Special Conference Requirements

(e.g. scan converter, VCR, operator in room throughout the conference)

List all the sites you wish to reserve through Affinity VideoNet

Cities	# of Participants
_____	_____
_____	_____
_____	_____

If this is a point to point conference, please list the non-Affinity VideoNet site provided by your company

City	Make/Model	Network	Video Room Phone	Video Dial-up #'s
_____	_____	_____	_____	_____
Contact	Office Phone		_____	
_____	_____		_____	

Which city will initiate the call? _____

How did you learn about Affinity VideoNet? (please circle one)

AT&T Colleague Global Crossing Internet/Web PictureTel Polycom Tandberg Worldcom Other _____

Signature Authorizing Payment _____

PO Number _____

Company _____

(if required by your company)

Reservation Cancellation Policy

Notification

1 business day or less, U.S. sites
more than 1 business day, U.S. sites
2 business days or less, int'l sites
more than 2 business days, int'l sites

Charges

full charges may apply
scheduling fee
full charges may apply
scheduling fee

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