

EXPEDITE BRIDGE RESERVATION FORM

Today's Date:
 Company:
 Contact Person:
 Address:
 City:
 State: Zip:
 Phone No.:
 Fax No.:

Bill to: (if different)
 Company:
 Contact Person:
 Address:
 City:
 State: Zip:
 Phone No.:
 Fax No.:

CONFERENCE INFO	Please allow 15 to 20 minutes connectivity for your call.
Conference Date _____	Time from _____(am/pm) to _____(am/pm) EST

LIST ALL THE SITES FOR YOUR CONFERENCE:

TOTAL NUMBER OF SITES IN THE BRIDGE CALL: _____

SITES	VIDEO/IP NUMBERS	SPEED	NAME/PHONE NUMBER OF EACH PARTICIPANT

TYPE OF CONFERENCE: (CHECK ONLY ONE)

- VOICE-ACTIVATED** - The site speaking becomes the site shown onscreen.
- CONTINUOUS PRESENCE** - Quadrants show each site onscreen.
- CONTINUOUS PRESENCE WITH VOICE-ACTIVATED QUAD** - A mix of both Continuous presence and Voice-Activated; voice-activates one or more quadrants.
- SPEED MATCHING** - Allows different speeds to communicate on one call. (i.e. two sites @ 2x64, three sites @ 384 and one site @ 2x56 all on one video conference.
- AUDIO CONFERENCE** - Audio calls only, no video.

- CASCADING** - (Need contact, phone number, company and subsequent port number and conference ID number)
- AUDIO PORT** - Add an audio dial in to your conference.
- Stream a conference** *(additional fees apply)*
- Archive a conference** *(additional fees apply)*
- Closed Captioning** *(additional fees apply)*

NOTES:

Company _____
Purchase Order Number _____
Credit Card _____
Credit Card Number _____
Expiration date _____
Credit Card Holder _____
Authorized Signature _____

CHECK ONLY ONE:

- DIAL OUT** - The Bridge is *Dialing OUT* to each site.
(additional fees apply)
- DIAL IN** - Each site is *Dialing IN* to the Bridge.
- DIAL IN/OUT** - Combination of *Dialing In/Out*.
(additional fees apply)

CANCELLATION POLICY:

Within 24 hours: 50% charges. After reservation: 25%charges.

OPTIONS: (Please consult with a Bridging Consultant to see if any of these options can be used with your conference.)

- LECTURE MODE**
- CONFERENCING VIDEOTAPE/DVD**
- OPERATOR ATTENDED**



■ Tel: 1.888.YES VIDEO ■ Fax: 888.EXP.4001
 ■ E-mail: bridging@expeditevcs.com