

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 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.

CHECK ONLY ONE:

- DIAL OUT** - The Bridge is *Dialed OUT* to each site.
- DIAL IN** - Each site is *Dialing IN* to the Bridge.
- DIAL IN/OUT** - Combination of Dialing In/Out.

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

- LECTURE MODE**
- CONFERENCE VIDEOTAPE/STORAGE**
- CHAIR CONTROL**
- OPERATOR ATTENDED**
- DATA SHARING**
- CASCADING** - (Need contact, phone number, company and subsequent port number and conference ID number)
- AUDIO PORT** - Add an audio dial in to your conference.

NOTES OR SPECIAL INSTRUCTIONS:

Company _____

Purchase Order Number _____

Credit Card _____

Credit Card Number _____

Expiration Date _____

Credit Card Holder _____

Authorized Signature _____

CANCELLATION POLICY:

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

EXPEDITE
BRIDGING SERVICES, INC.

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