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. Additional *Charges Apply.*

☐ **DIAL IN -** Each site is *Dialing IN* to the Bridge.

☐ **DIAL IN/OUT -** Combination of Dialing In/Out. Additional *Charges Apply.*

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**
☐ **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**
☐ **Archive a conference**
☐ **DATA SHARING**

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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