



Expedite VCS -- Westbury Videoconferencing Reservation Form

Tel: 516-338-7700
Fax: 516-338-7711

1025 Old Country Rd
Westbury, NY 11590

Please fill out, sign, and fax to 516-338-7711:

Company Name:

Contact:

Phone:

Fax:

Address:

Billing Address (if Different)

Billing Contact:

Phone:

Fax:

Conference Date:

Conference Time (EST:US), From:

To:

Transmission Speed (Circle) 128 256 384 768

Please enter the following information for each location participating in the videoconference: Omit room coordinator name for Expedite Sites

City/Location:

of people

Receiving Call: Y N

Expedite Site: Y N

Lead Participant Name:

Phone:

Fax:

Room Coordinator Name:

Phone:

Fax:

City/Location

of people

Receiving Call: Y N

Expedite Site: Y N

Lead Participant Name:

Phone:

Fax:

Room Coordinator Name:

Phone:

Fax:

Special Requirements:

If paying by Credit Card (circle):

AMEX

VISA

M/C

Account #

Exp. Date:

Name as it appears on card:

Type of Card (circle) Personal Corporate

By signing below, I authorize payment and agree to cancellation policy and payment terms. → PO# (if applicable):

→ Signature:

Date:

The success of your videoconference is our primary objective, however the current state of videoconferencing technology is such that unforeseen technical difficulties can occur. Expedite is not responsible for any cost incurred due to technical difficulties which may occur during a videoconference. Fees for the conference will not be waived due to technical problems, unless specific problems can be reliably traced to an Expedite or affiliate hardware malfunction.

Cancellation Policy and Timely Notification:

- less than 2 business days will result in a charge of scheduling fees and 100% of room rental
- 2 to 4 business days will result in a charge of scheduling fees and 50% of room rental.
- Over 4 business days will result in a charge of scheduling fees only.