

Sheraton Springfield Hotel
 One Monarch Place
 Springfield, MA 01144
 Phone: (413) 781-1010
 Fax : (413) 732-7560

Date of Function _____
 Room(s) _____
 Time _____
 Name of Seminar/ Convention you are
 Attending _____

**ELECTRICAL SERVICE ORDER FORM/TELEPHONE FORM
 STANDARD SERVICE AVAILABLE**

QUANTITY	DESCRIPTION	ADVANCED ORDER PER DAY	FLOOR ORDER PER DAY
	120 Volts, 1001-2000 Watts	\$30.00	\$35.00
	208 Volts, 0-1000 Watts	\$35.00	\$40.00
	Additional Multiplex Outlet Bar	\$10.00	\$14.00

ANY POWER REQUIRED NOT ON THIS FORM WILL BE QUOTED ONLY AT LEAST ONE WEEK IN ADVANCE OF THE FUNCTION.

TELEPHONE LINES

Private Line Telephones (Accepts Fax/Modem) One Time Charge \$175.00 Each

House Telephone (Dial Out Only) One Time Charge \$ 75.00 Each

ALL TELEPHONE LINES WILL REQUIRE A CREDIT CARD AUTHORIZATION FORM OR IMPRINT BE LEFT AT THE FUNCTION SERVICE DESK FOR CHARGES, WHEN BILL ARRIVES AT HOTEL FOR TELEPHONE CALLS MADE VIA YOUR PHONE.

NUMBER OF QUANTITY OF EACH
 A. SHOW DAYS _____ B. ELECTRICAL ITEMS TIMES COST # _____ X \$ _____

C. _____ # OF TELEPHONE HOOK UP CHARGES (IF REQUESTED)

A. _____ X B. _____ + C. _____ X 7% SALES TAX = _____ TOTAL COST

ALL CHARGES FOR ELECTRICITY AND PHONE LINES MUST BE PAID IN ADVANCE UNLESS PRIOR CREDIT ARRANGEMENTS HAVE BEEN MADE.

COMPANY NAME _____ BOOTH # _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____ DATE _____

AUTHORIZED BY _____ SIGNATURE _____

TELEPHONE # _____ PURCHASE ORDER # _____

CREDIT CARD TYPE _____ CREDIT CARD # _____ EXP. _____

CARDHOLDER _____ SIGNATURE _____

IF PAYING BY CHECK, MAKE ALL CHECKS PAYABLE TO THE: SHERATON SPRINGFIELD HOTEL (MAIL TO THE ABOVE ADDRESS) FULL PAYMENT IS REQUIRED WITH ORDER