



# Telephone & Internet Order Form

## EVENT/CLIENT INFORMATION:

Name of Event: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Location/Booth Number: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Describe Phone/Internet Needs: \_\_\_\_\_

Order: \_\_\_\_\_

## TELEPHONE & INTERNET DETAILS:

Unit Cost: \$250 Phone Line

Unit Cost: \$35 Handset

Unit Cost: \$350 (1st Line) Wired Single Service Internet, no hubs or routers  
\$200 (2nd Line), \$100 each (3 or more lines)

- Internet orders are per IP address.
- Static IP's and Gateways, please contact your Event Manager to place order.
- VPN's require advance notice and may incur additional charges.
- Accept Visa, MasterCard, American Express, and Discover. Please coordinate all check payments with Event Manager 10 days prior to the first schedule day of move in.

## PAYMENT METHOD:

Please complete the top portion of the form and submit via email to:

[janine.pfeifer@tucsonaz.gov](mailto:janine.pfeifer@tucsonaz.gov)

Once received, an email with a link to pay online via our secure payment processing portal will be sent to the email address provided. **Payment must be received 7 days prior to the first scheduled day of move in. Once payment is received, your Event Manager will process your order.**

