



Alliance Reporting Service, Inc.

Court Reporting - Videography - Litigation Support

Corporate Office:

O - 1.516.741.7585

F - 1.516.741.6740

Toll Free - 1.800.464.8101

VIDEOCONFERENCE RESERVATION FORM

Please fill out and fax (including signature) to 516.741.6740

Conference Date: _____ Conference Time: from _____ to _____ ET (NY Time)

Company Name: _____

Contact: _____ Phone: _____ Fax: _____

Address: _____

Billing Address (if different from above): _____

Billing Contact: _____ Phone: _____ Fax: _____

Please enter the following information for each location participating in the videoconference.

City/State: _____ # of people: _____ Receiving call: Yes No

Lead Participant: _____ Transmission Speed: 128 256 336 384 512 IP

Room Coordinator: _____ Phone: _____

City/State: Mineola, New York (Alliance Reporting Service, Inc.) Receiving Call: Yes No

Lead Participant: _____ Phone: _____ Fax: _____

Room Coordinator: Larry Wexler or Steve Campo Phone: 800.464.8101

For a Multi-point Conference, enter the following information for add'l locations.

City/State: _____ # of people: _____ Receiving Call: Yes No

Lead Participant: _____ Phone: _____ Fax: _____

Room Coordinator: _____ Phone: _____

Special Requirements: _____

Credit Card Payment:

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Account # _____

Exp. Date _____ 3-digit Security Code: _____

Billing Address for Card: _____

Print Name (as it appears on card) _____ Signature (as it appears on the card) _____

CANCELLATION POLICY/FEEES:

1 Business Day or less: 100% charge of Room Rental

1-2 Business Days: 50% charge of Room Rental

Room Charges apply to all reserved time. Changes may incur charges. One Hour minimum, 15 minute increments thereafter.

By Signing below, I authorize payment and agree to cancellation policy and payment terms:

Signature: _____ Date: _____