



VIDEOCONFERENCE ROOM RESERVATION GUARANTEE- ATLANTA- BUCKHEAD

<p>This document will authorize Accurate Video Services to secure videoconference facility located at:</p> <p>Accurate Video Services, Inc. 3379 Peachtree Rd NE Suite 555 Atlanta, GA 30326</p> <p>Date of Conference _____</p> <p>Start Time _____ End Time _____</p> <hr/> <p>Participant Name _____</p> <p>Customer Contact Name: _____</p> <p>Company: _____</p> <p>Billing Address: _____</p> <p>City: _____</p> <p>State/Province/District: _____</p> <p>Country: _____</p>	<p>PAYMENT GUARANTEE: Charges for scheduled videoconference services will be pre-authorized prior to the event date. Charges will post within 24-48 hours of conference.</p> <p>Cardholder Name: _____</p> <p>CREDIT CARD # _____</p> <p>EXP. DATE: ____/____/____</p> <p>If billing address is different than Company address above, please provide</p> <p>Card Billing Address: _____</p> <p>Card Billing City _____</p> <p>_____ City, State Zip Code</p> <p>Billing Phone: _____</p> <p>E-Mail Address: _____</p> <p><small>*A technician will contact you to schedule a test call prior to your scheduled conference. If test call is not successful all charges will be waived and conference will be removed from our calendar.</small></p>
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By signing below, I authorize Accurate Video Services, Inc. to charge the following described credit card for the charges associated with conducting video conference services described herein:

Authorized Signature: _____

Printed Name: _____ Date: _____

RATE:

Applicable VTC facility rental rate is \$150.00 per hour between 9:00AM and 5:00PM EST. After 5:00 PM EST a rate of \$229.00 per hour will apply. Extended check out, when available is billed in 15 minute increments.

ISDN & MULTIPOINT CHARGES:

ISDN fees are associated with all outbound connections initiated by AVS. ISDN fees are applicable when video call is accepted or initiated by the remote host and scheduled via the AVS gateway. Gateway fees for domestic calls \$2.90/Minute if applicable. Multipoint cloud based conference bridge is available. Connect to our facility from anywhere including your, mobile device, software or internet browser. *Additional fees apply.

CANCELLATIONS:

Cancellation notifications received within 24 business hours of event are subject to 100% of reserved charges. Cancellations within 24-48 business hours of event are subject to 0% of reserved charges. No credits will be available for shortfall.

Please complete, sign and fax back to (877) 874-6870 to secure this reservation