



VIDEOCONFERENCE ROOM RESERVATION GUARANTEE- BOCA RATON

<p>This document will authorize Accurate Video Services to secure videoconference facility located at:</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>Accurate Video Services, Inc. 1825 NW Corporate Drive, Suite 110 Boca Raton, FL 33431</p>	<p>Cardholder Name: _____</p>
<p>Date of Conference _____</p>	<p>CREDIT CARD # _____</p>
<p>Start Time _____ End Time _____</p>	<p>EXP. DATE: ____/____/____</p>
<p>Participant Name _____</p>	<p>If billing address is different than Company address above, please provide *Matching credit card Address Verification enabled</p>
<p>Customer Contact Name: _____</p>	<p>Billing Address: _____</p>
<p>Company: _____</p>	<p>_____ City, State Zip Code</p>
<p>Billing Address: _____</p>	<p>E-Mail Address Receipt: _____</p>
<p>City: _____</p>	<p>*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.</p>
<p>State/Province/District: _____</p>	
<p>Country: _____</p>	
<p>Billing Phone: _____</p>	

By signing below, I authorize Accurate Video Services, Inc. to debit the above 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 less affiliation discounts per hour between 9:00AM and 5:00PM EST. After 5:00 PM EST a rate of \$250.00 per hour will apply. Extended check out, when available is billed in 15 minute increments.

Bridging:

Multipoint Services are available. Users can join from any device. Please arrange services in advance.

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 (866) 358-6226 or email this executed agreement to calendar@accuratevideo.com to secure this reservation