



GRAND SIERRA RESORT
AND CASINO

TELEPHONE ORDER FORM PART 1

Please fill out the form below. Both part 1 and 2 must be completed to process order. Return these forms two weeks prior to service to insure phone requirements are met.

Would you like a faxed confirmation prior to your arrival? Yes / No

Company: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Fax: _____

Convention Name: _____ Booth # & or Meeting Room: _____

Contact Person: _____ Email: _____

Payment Options (please complete information on all orders)

Check or Money Order: _____
(Credit card info. is required with check payment)

Bill to Master Account: _____
(Account must be established with hotel)

Credit Card (name of card and name on card): _____

Credit Card number: _____ Expiration date: _____

Please make check or money order payable to: GRAND SIERRA RESORT

**ATTN: Leslie Kominsky
2500 East Second St., Reno, NV. 89595**

GRAND SIERRA RESORT shall not be liable for, and is hereby released from any special, indirect, incidental or consequential damages, including, without limitations, lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from use of, or the inability to use any of the services or equipment that is contemplated herein.

Signature: _____ Date: _____

Please fax to 775-789-1107, any questions please call 775-789-2257



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TELEPHONE ORDER FORM PART 2

INSTALLATION HOURS

MONDAY – SUNDAY 8A-5P (AFTER HOURS & HOLIDAYS / OVERTIME RATES PER HOUR WILL APPLY)

Please Check all that apply	Cost	Quantity
Analog line/with or without phone	\$200.00	_____
Analog line with voice mail	\$225.00	_____
Digital multi-line with set	\$250.00	_____
Sound station speaker phone	\$50.00 per day	_____
Poly com deluxe speaker phone	\$75.00 per day	_____
Analog line for parking lot	\$275.00 per line	_____
Voicemail message service	more than 5 msgs, \$1.00 each message	_____
Text message service	more than 5 msgs, \$1.00 each message	_____
Cancellation fee (after install completed)	\$75.00	_____

NOTE: Please be sure all instruments are programmed with a “9” before dialing out of the Hotel.

**SERVICE- (circle all that apply) – LOCAL / TOLL FREE / LONG DISTANCE / IN-HOUSE
\$1.00 SURCHARGE FOR LOCAL / TOLL FREE / & OPERATOR ASSISTED CALLS**

INSTALL DATE AND TIME _____

DISCONNECT DATE AND TIME _____

LATE FEE: \$50.00 CHARGE FOR PROCESSING ORDERS RECEIVED 13 DAYS OR LESS PRIOR TO MEETING OR CONVENTION

**OVERTIME RATES: WEEKNIGHTS AND SATURDAY NIGHTS ARE \$85.00 PER HOUR
SUNDAY NIGHTS AND HOLIDAYS ARE \$115.00 PER HOUR**

CHARGE FOR MOVING LINES AFTER INSTALLATION IS \$75.00.

**For HIGH SPEED INTERNET Connections PLEASE contact SMART CITY at the following
Customer service 702-967-9300 Fax 702-967-9310**

On-Site contact Todd Zuccatto 775-328-1594