



Phone: (905) 529-8217

Fax: (905) 529-2293



## TELEPHONE AND INTERNET SERVICES ORDER FORM

**COMPLETE AND FORWARD THIS ORDER ALLOWING AT LEAST 30 DAYS NOTICE**

TO ENSURE INSTALLATION OF SERVICE BY THE DATE REQUIRED.

**LATE SERVICE CHARGES WILL BE APPLICABLE** ON ORDERS RECEIVED LESS THAN 14 DAYS PRIOR TO THE REQUIRED DATE.

| Name of Show or Event   |  | Date of Event   | Location         |
|---|--|---|------------------|
|   |  |   | Booth #<br>_____ |
| Telephone or Fax  |  |   |                  |
| Voice Service   |  | Fax Service   |                  |
| Number of Lines _____   |  | Number of Lines _____   |                  |
| Early Bird Rate<br>Cost per line is <b>\$180.00</b><br><br>OR<br>Cost per line is <b>\$220.00</b>   |  |   |                  |
| Internet Service  |  |   |                  |
| Wireless  |  | Wired   |                  |
| Number of Devices _____   |  | Number of Devices _____   |                  |
| Early Bird Rate<br>• Cost for first device is <b>\$100.00</b> any additional devices are <b>\$75.00</b><br><br>OR<br>• Cost for first device is <b>\$125.00</b> any additional devices are <b>\$85.00</b> |  | Early Bird Rate<br>• Cost for a wired device is <b>\$220.00</b><br><br>OR<br>• Cost for a wired device is <b>\$320.00</b> |                  |

### Requirements for Access

#### Wireless

- A device that is equipped with a wireless card or USB dongle that supports 802.11 b/g and WPA2 encryption

#### Wired

- A device that is equipped with a Ethernet card
- TCP/IP set to obtain and IP address automatically

### Contact Info

|                              |                |                 |                  |
|------------------------------|----------------|-----------------|------------------|
| Contact Name                 | Email Address  | Area Code       | Telephone Number |
| Additional/Alternate Contact | Email Address  | Area Code       | Telephone Number |
| Company Name                 | City/Town      |                 |                  |
| Mailing Address              | Province/State | Postal Code/ZIP |                  |

### INTERNET ACCESS

- Any usernames or passwords required for access will be sent to the emails provided in this form prior to the event. If no email address is provided please contact the Carelynx technician onsite during event setup for your information.
- If you have any questions prior to the show please contact Carelynx Support at (905) 529-8217 and select option 3 for technical support.
- If you have any questions regarding the services offered please contact Carelynx Support

### POLICIES

- Carelynx Corporation is the sole provider of telephone, fax, hard wired and wireless internet service in the Careport Centre
- Each paid connection is to be used by one computer only. Splitting of a connection for additional computers is subject to an additional charge of **\$75.00** per connection
- No connection can be resold
- There will be a minimum charge of **\$50.00** to move/change location (**if possible**) of already installed lines (internet or phone)

- All wireless network components must be secured to prevent general public access. Customer installed equipment is not allowed to provide wireless internet access.
- All prices shown are without tax unless otherwise noted.
- Early bird rates are for orders received **2 weeks** (14 business days) prior to the show. Late orders (after 14 business days) may be refused.
- Additional charges may be incurred if the above policies are not abided by.

### Acceptance of Policies

|           |
|-----------|
| Name      |
| Signature |
| Date      |

### Payment Information

Please provide credit card information (below) and fax to (905) 529-2293

**PAYMENT IN FULL MUST ACCOMPANY ORDER**

|                  |                  |             |
|------------------|------------------|-------------|
| Credit Card Type | Card Holder Name | Expiry Date |
| Card Number      |                  |             |
| Signature        |                  |             |

- All telephones and other equipment (the "Equipment") provided by Carelynx to the customer will remain the property of Carelynx at all times, and must not be removed from Careport Centre premises. ***The Customer is responsible for all applicable charges as well as the Equipment at all times while the Equipment is under the care, custody or control of the Customer.***
- Carelynx will pick up any equipment at the conclusion of the event.
- Failure to return the Equipment to Carelynx will result in Carelynx billing the customer for the cost of the Equipment.
- Services ordered and installed but not used, will **NOT** be refunded.
- All claims or discrepancies must be settled at Careport Centre prior to the show closing.

**IF WE CAN BE OF ANY ASSISTANCE CALL US AT (905) 529-8217**

