

**INTERNET AND PHONE ORDER FORM**

**IN ORDER TO RECEIVE ADVANCE RATES, ORDERS MUST BE RECEIVED WITH FULL PAYMENT A MINIMUM OF 10 DAYS PRIOR TO THE FIRST MOVE-IN DATE. ORDERS RECEIVED AFTER THAT DATE OR WITHOUT PAYMENT ARE REQUIRED TO PAY REGULAR RATES.**

NAME OF EVENT \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_ BOOTH NUMBER(S) \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 TELEPHONE # \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**Terms and Conditions:**

**Advance orders shall receive priority service. No credit will be issued for services installed but not used.**

Phone Service - VoIP Phone Service includes Local & Long Distance Calling. International is an additional item, please contact the IT Department. Capable of doing call forwarding, rollover, and additional lines to a single phone.

Basic Guest Wireless Service – wireless connectivity is provided free of charge at the Cox Business Center. This is a shared wireless service and is for checking email and light web surfing. Wireless signal is broadcast using 802.11g and 802.11n standards. This should never be used for anything critical to an event as it is not guaranteed.

Premium Wireless Service (3Mb up/down) – Premium wireless service provides guaranteed bandwidth and private access to the internet. This service provides an SSID and security that is customized for each client.

Hi-Speed Internet (3Mb up/down) – Wired Internet Access that is shared bandwidth with other users. Addresses are provided by DHCP – no public IP addresses are available with this service. Service is provided via CAT6 cabling. Additional internet drops are \$50.

5.0 Internet Access – This service provides 5.0 Mbps speed for uploading and downloading of information. Additional internet drops are \$50.

10.0 Internet Access - This service provides 10.0 Mbps speed for uploading and downloading of information. Additional internet drops are \$50.

20.0 Internet Access - This service provides 20.0 Mbps speed for uploading and downloading of information. Public IP's are available for an additional \$50. Additional internet drops are \$50.

**Please note:** Advance Rate is only applicable if the Internet Form is received 10 days prior to the date of the event.

Qty.	Description	Advance Rate	Standard Rate	Amount
	Phone Line with Handset	\$175.00	\$275.00	
	POTS Line	\$175.00	\$275.00	
	Premium Wireless (SSID)	\$250.00	\$350.00	
	HI-Speed Internet (Hard Line, w/ Private IP)	\$250.00	\$350.00	
	5.0 Mbps (w/ Private IP)	\$400.00	\$500.00	
	10.0 Mbps (w/ Private IP)	\$800.00	\$1000.00	
	20.0 Mbps (w/ Private IP)	\$1500.00	\$1750.00	
	Public IP Address Add-On	\$50.00	\$100.00	
			<b>TOTAL</b>	

\*Speeds higher than 20 Mbps are available for additional charges. All orders for speeds above 20Mbps must be ordered 21 days before your move-in and there are no additional IP addresses available.

\*Wireless services higher than 3 Mbps are also available upon request. Multiple VLAN's will require separate connections. Please consult the IT Department for further information.

If you have any questions or need a higher service that is not listed on this page, please contact the **Cox Business Center IT Department at 918-894-4331**



**Cox Business Center**  
**100 Civic Center**  
**Tulsa, OK 74103**



## **Credit Card Charge Authorization Form**

**Please complete and return if you would like to charge payment.**

**Event Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Total amount to charge:** \_\_\_\_\_

**Card Type (Circle One):**      **Visa**      **MasterCard**      **American Express**  
**Discover**

**Name on Card:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_