

TELEPHONE SERVICE ORDER FORM

Customer & Booth Information

*If you are paying by check please mail check payable to DeVos Place at least 7 days prior to the event scheduled load-in. Mail to: DeVos Place, Attn. Katie Oquist, 303 N Monroe Ave. NW, Grand Rapids, MI 49503.

CONTACT INFORMATION

First Name

Last Name

Email Address

EVENT INFO

Event Name

Booth Number

Event Date

COMPANY INFORMATION

Organization

Address Line 1

Address Line 2

City

State

Zip Code

Phone Number

LINE SERVICE

Local Line Phone Service

Local & long distance calling. Does not include usage.

_____ \$150.00

TELEPHONE RENTAL

Single Line Telephone(s)

Price is per line

_____ \$5.00 each

TOTAL COST: \$ _____

We recommend that you contact the maintenance department prior to the event for a configuration if you plan to use digital lines, multi-button sets, or have other enhanced service requirements. You must dial (9) first for an outside line. If using a credit card machine you might need to program that in before arriving on site.

Please contact Katie Oquist at 616-742-6534 or koquist@asmgrandrapids.com with any questions or concerns.