



Nashville Convention Center Business Center

Service Order Form

Phone: 615-742-2042

Fax: 615-742-2029

Date: _____		Name of Event: _____		NCC Staff Initials _____	
SERVICE DESCRIPTION:		QTY	Cost	Amount	
Facsimile (Send / Receive)			\$1.50 first pg/ \$1.00 ea. additional pg		
Facsimile Transmission International (Send)			\$10 first pg/ \$2.00 ea. additional pg		
SECRETARIAL SERVICES: <small>More than 24 hours notice=straight time; Less than 24 hours notice =double time.</small>		QTY	Cost	Amount	
Word Processing, Layout & Design			\$50.00/hour		
Paper Trimming			\$.04/cut/page		
Laminating			\$1.00/sheet		
IMAGING:		QTY	Cost	Amount	
Photocopies (1-100) B&W			\$.25/page		
Photocopies (101-500) B&W			\$.20/page		
Photocopies (Over 500) B&W			\$.15/page		
B&W Printing			\$.25/page		
Color Printing			\$.75/page		
Transparencies			\$2.00/sheet		
COMPUTER WORKSTATION:		QTY	Cost	Amount	
Computer Workstation: PC Workstation w/ T1 Connection			\$.50/min.		
DATA CONNECTIONS:		QTY	Cost	Amount	
Wireless Hot Spot Access (Access available on Level 3 only) Ticket #			\$10/day		
Roaming WiFi (Available Level 1,2,3 Lobbies) Ticket # 56K			\$30/day		
TELEPHONE/CONFERENCE CALLING/CONFERENCE ROOM w/DATA SERVICE:		QTY	Cost	Amount	
Local Phone Call (including 1-800)			\$.50/call		
Long Distance Phone Call			\$.50/min.		
Conference Room w/Toll Free Calling (30 minute minimum)			\$1.00/minute		
Conference Room w/Long Distance Calling (30 minute minimum)			\$1.50/minute		
Conference Room w/Wireless & Calling (30 minute minimum)			\$2.00/minute		
Conference Room w/T1 Connection & Calling (30 minute minimum)			\$2.00/minute		
SHIPPING: FEDEX ONLY (Attach Copy of Shipping Label/Airbill)		QTY	FedEx Estimate	Amount	
<input type="checkbox"/> Charged to NCC FedEx Account (Attach copy of FedEx Rate Finder Estimate & Shipping label/Airbill)					
Handling Fee: \$5 per package up to 5 lbs. + \$0.50 per pound over 5 lbs.					
# Pkgs _____ Total Weight _____ lbs <input type="checkbox"/> Shipped on NCC Account #					
MISCELLANEOUS ITEMS: (Office Supplies, etc)		QTY	Cost	Amount	

SUBTOTAL:	
FEES:	
TOTAL:	

Payment Authorization & Fees: Your signature on this form authorizes the NCC to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard & American Express as credit card payment options viamail or fax. Please note that payments made by these methods will be assessed a convenience fee of \$3.99 by our electronic processing company. No part of this convenience fee goes to the Nashville Convention Center.

<input type="checkbox"/> Cash <input type="checkbox"/> Master Account: Approved Signature _____ <input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____ Credit Card: <input type="checkbox"/> American Express <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa *Credit Card Number: _____ - _____ - _____ Exp. Date: _____ - _____	Make checks payable to: Nashville Convention Center
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*Attach CC Print Out to Customer's White Copy

*Attach CC Receipt w/Original Signature to Yellow Business Office Copy

Card Name: _____ Signature: _____ Date: _____