



# VIDEOCONFERENCE SERVICE BOOKING FORM

Please complete in full and return by facsimile to +679-3305 606. If unclear on any details please contact VideoConference Booking Centre toll-free on tel: 0800 3 315 718 (Fiji only)

## FIJI CUSTOMER

Company : \_\_\_\_\_  
Contact name : \_\_\_\_\_  
Tel No : \_\_\_\_\_ E-mail \_\_\_\_\_  
Fax No : \_\_\_\_\_ Number of participants at conference : \_\_\_\_\_

## INTERNATIONAL CUSTOMER.

Company : \_\_\_\_\_  
Contact Name : \_\_\_\_\_  
Telephone : \_\_\_\_\_ E-mail : \_\_\_\_\_  
Fax No. : \_\_\_\_\_ Number of participants at conference : \_\_\_\_\_

## SERVICE DETAILS

Date of service : \_\_\_\_\_ IP or ISDN Call : \_\_\_\_\_  
Start time : \_\_\_\_\_ Finish Time : \_\_\_\_\_ (Fiji Time)  
Distant Studio used : \_\_\_\_\_  
Call to be initiated from Fiji : Yes/No : \_\_\_\_\_  
Distant Studio ISDN numbers \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact phone: \_\_\_\_\_ E-mail Contact: \_\_\_\_\_  
Customer Billing Address \_\_\_\_\_  
\_\_\_\_\_  
Special requirement: \_\_\_\_\_  
(document camera, video recording/presentation, PC display, refreshments/catering)  
Note : Customers must provide own VHS cassette for recording.  
  
Customer signature : \_\_\_\_\_  
Date : \_\_\_\_\_

### *For FINTEL use only*

## DISTANT-END EQUIPMENT DETAILS

Equipment type: \_\_\_\_\_  
Algorithm supported: \_\_\_\_\_  
Transmission Bandwidth: \_\_\_\_\_  
Actual Conference duration : Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_  
General Comments : \_\_\_\_\_  
\_\_\_\_\_  
Conference Coordinator signature : \_\_\_\_\_  
Date : \_\_\_\_\_