



One Ocean Boulevard * Long Branch, NJ 07740
 TEL: 732-571-5730 * FAX: 732-571-0240

AV REQUEST FORM

RETURN FORM WITH CREDIT CARD

OR COMPANY CHECK:

Ocean Place Resort & Spa (Attn: Elite AVS)
 One Ocean Blvd. Long Branch, NJ 07740
 (Please make checks payable to: Ocean Place Resort & Spa)

RETURN NO LATER THAN: _____
 (After above date, late order applies)

Today's Date : _____
 Contact Name: _____
 On-Site Contact: _____
 Function: _____
 Function Date: _____

Company Name: _____
 Street Address: _____
 Phone/Fax: _____
 Room/Booth: _____
 Authorized Signer: _____

ITEM	# Needed (per day)	REGULAR PRICE (per day)	# OF DAYS NEEDED	COST
Power Drop - 120 Volt, 20 AMP w/power strip		50.00		
(12) Outlet Power Strip, 110 Volt (doesn't include power)		15.00		
TV/VCR Package (TV, VCR, Monitor & Cart)		220.00		
DVD Player		105.00		
17" Flat screen monitor (VGA)		140.00		
LCD Projector		300.00		
42" Plasma (limited quantity)		435.00		
Laptop		200.00		
Easal		10.00		
Phone Line		100.00		
Wired Internet (per line)		110.00		

Credit Card Type: _____	SUBTOTAL	
Credit Card #: _____ Exp Date: _____	21% SERVICE FEE	
	7% NJS TAX *	
	TOTAL	

* tax to include subtotal & service fee

Cardholder's Signature: _____
 Cardholder's Printed Name: _____
 Email: _____



Payment Policy: Full payment must accompany this order form two weeks prior to set up date. Orders received after date will be subject to listed late order rates. Only company checks or major credit cards are accepted. Credit card payments must be accompanied by a legible front and back copy of card along with the cardholder's signature for verification. Please bring any questions or concerns regarding this service to our IMMEDIATE attention.