

Property Information

Property Name _____
 Street Address _____
 City _____ State _____ Zip Code _____
 Phone _____ Fax _____
 Make/Model of Phone _____ Faceplate Material _____ Background Color _____ Imprint Color _____

Dialing Instructions Worksheet *

Order to be printed

_____.....Room to Room	_____
_____.....Front Desk	_____
_____.....Messages	_____
_____.....Local Calls	_____
_____.....Long Distance	_____
_____.....International	_____
_____.....Toll Free	_____
_____.....Operator Assisted	_____
_____.....Credit / Calling Card	_____
_____.....Emergency	_____
_____.....	_____
_____.....	_____

* An existing faceplate can be sent along with this order form as a dialing instruction reference.
 * Please make sure to list all instructions required and include Area Code if necessary. List any additional instructions as needed.

↓ *Sample* ↓

<u>1</u>Long Distance	<i>Dial 9 + 1 + Area Code + Number</i>
<u>3</u>Local Calls	<i>Dial 9 + Number</i>
<u>2</u>Room to Room	<i>Dial 7 + Room Number</i>

Room # List

If you would like room numbers printed on your faceplates, please submit a list containing the numbers you want to have printed and an indication of how many times they should be printed.

- ◇ \$0.50 charge per faceplate will apply to Paper Faceplates.
- ◇ \$0.65 charge per faceplate will apply to Vinyl Faceplates.

Sample Room Number List →

<i>Room #</i>	<i>Qty</i>
101	2
102	1
201	2
202	1

Housekeeping lists, hotel floor plans, or phone system printouts that contain a listing of your rooms can also be submitted for room number printing.