Multipoint Bureau Service,
Alexander House, MerePark, Dedmere Road,
Marlow, SL7 1FX
TEL: +44 (0) 1628 484446
FAX: +44 (0) 1628 475708

Booking Form

Email: sightlink@internet-video.co.uk

Internet Videocommunications

Billing Address

**** Must be completed**

All multipoint conferences are subject to Internet Videocommunications standard terms and conditions and may be monitored for quality purposes.
Conferences cancelled with less than 24 hours notice will be invoiced for port hours booked

Conference Booked By	Signed**	Company	Name of Conference Host
Location	**Fax No**	**Phone No**	**Email Address**
Date & Time**	**Duration****	**Data Rate/CP or VA****	**Purchase Order Number****

Site Location	VAT Number*	Contact/Administrator	Participant's Name/ Title	Phone Number	ISDN NUMBERS

* please note it is necessary for you to provide the VAT numbers of all European destinations in order to receive your entitlement to zero rated VAT