

## Order for a Multipoint-audio conference

Phone : + 41 22 970 16 64

**Please feel out and send it by fax at + 41 22 970 16 63**

(has to be completed per conference / explanation of the terms, see page 2)

### INVOICE / CUSTOMER ADDRESS

Company: \_\_\_\_\_  
Contact people: \_\_\_\_\_  
Department: \_\_\_\_\_  
Street/PO box: \_\_\_\_\_  
Zip code/city: \_\_\_\_\_

Tel. contact people: \_\_\_\_\_  
Fax number: \_\_\_\_\_

### DATE OF CONFERENCE:

**Date:** \_\_\_\_\_  
**Start:** (local time, CH) \_\_\_\_\_  
**End:** (local time, CH) \_\_\_\_\_

### DATE OF TEST CALL:

**Date:** \_\_\_\_\_  
**Start:** (local time CH).. \_\_\_\_\_  
**End:** (local time CH) \_\_\_\_\_

**Dial in** (Users must call in)

indicate number of participants: : \_\_\_\_\_

**Dial out** (Users are called)

indicate number of participants: : \_\_\_\_\_

### PARTICIPANTS 1

Reference Nr. \_\_\_\_\_  
**Country/city** \_\_\_\_\_  
**Name participant** \_\_\_\_\_  
**Tel. No. audio conference** \_\_\_\_\_

### PARTICIPANTS 2

Reference Nr. \_\_\_\_\_  
**Country/city** \_\_\_\_\_  
**Name participant** \_\_\_\_\_  
**Tel. No. audio conference** \_\_\_\_\_

### PARTICIPANTS 3

Reference Nr. \_\_\_\_\_  
**Country/city** \_\_\_\_\_  
**Name participant** \_\_\_\_\_  
**Tel. No. audio conference** \_\_\_\_\_

### PARTICIPANTS 4

Reference Nr. \_\_\_\_\_  
**Country/city** \_\_\_\_\_  
**Name participant** \_\_\_\_\_  
**Tel. No. audio conference** \_\_\_\_\_

### PARTICIPANTS 5

Reference Nr. \_\_\_\_\_  
**Country/city** \_\_\_\_\_  
**Name participant** \_\_\_\_\_  
**Tel. No. audio conference** \_\_\_\_\_

### PARTICIPANTS 6

Reference Nr. \_\_\_\_\_  
**Country/city** \_\_\_\_\_  
**Name participant** \_\_\_\_\_  
**Tel. No. audio conference** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** .....

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### Explanation of the terms

Date of conference	Indicates always the date when the conference takes place and at Swiss local time.
Test call	If new locations participate in the conference, which were not ever tested, a test connection is required.
Dial in	All locations receive a telephone number from Newtag. They have to call themselves the system, at time on beginning of the conference. The telephone connecting fees go debited to the individual locations.
Dial out	All locations will be called from Newtag. The telephone connecting fees will be directly debited on the customer invoice.
Reference Nr.	For multi-point conferences which take place regularly, with same locations, a reference number could be assigned by NEWTAG. Then the orderer has only to indicate these by the locations and has no more data to fill out.
Country/city	Where the location is.
Name participant	Name of the participant.
Phone number for audio conference	Telephone number, where the person is reachable during the conference too.