

capitalreporting

8320 Falls of the Neuse Road, Suite 111
Raleigh, NC 27615

VIDEOCONFERENCE SCHEDULING REQUEST

Scheduling Agency _____

Agency Rep. : _____ Phone: _____

Billing address _____

Network Affiliation Mivnet i2i Standby Video
 Courtroom Connect None

Event: Meeting Interview Deposition Length _____ Hour(s)

Date of Event: _____ Time of Event: _____ A.M. P.M. (NY Time)

Lead Participant _____

Other site: _____ Contact: _____ Phone: _____

Capital Reporting (Raleigh site) will: RECEIVE CALL INITIATE CALL

ISDN OR IP # _____

Special Equipment Requested: _____

Visa Card No. _____
Mastercard
American Express Expiration _____

Signature

Date

Billing and cancellation policy: It is Capital Reporting's policy to bill for total hours scheduled. If event is canceled less than 24 hours before scheduled event, scheduling party will be billed for 100% of scheduled hours. If event is canceled less than 48 hours before scheduled event, scheduling party will be billed for 50% of scheduled hours.