

ICEPortal

Service Request Form

:: CLIENT INFORMATION

Referred By _____

Company _____

Contact _____

Title _____

Address _____

Email _____

Phone [Main] _____

Mobile _____

Phone [Direct] _____

Fax _____

Phone [Alt] _____

:: CLIENT BUSINESS

- Accommodation
of Rooms _____
- Attractions
- Cruise Ship
- NTO / DMO / CVB
- Other Travel Product
- Notes

:: ICE PRODUCT

- Production (see notes)
- Virtual Tour Package
- Web Show Package
- Video Package
- Notes

:: GLOBAL REGIONS

- Africa
- Antarctica
- Asia
- Canada
- Caribbean
- Central & S America
- Europe
- Mexico
- Middle East
- N America
- Oceania
- Russian Federation

:: SUB REGION

Country _____ State / Province _____

:: SERVICES / COSTS

- Production (Product Above) \$ _____
- Post Production (Client Content) \$ _____
- Hosting / Distribution Fees \$ _____
- Language Translation(s) \$ _____
- Other Expenses (See Notes) \$ _____

Annual Renewal Fee \$ _____

Multiple Properties (see attachment)

Notes

ICEPortal

:: FINANCIAL

:: PURCHASE ORDER No _____

Invoice Name _____ Invoice # _____

Same as Above?

Multiple Properties (*see attachment*)

if they ck same as above, then the section below is not required, if not it is – they may have a corp off in once place and the property at a different address

Property Address _____

Attention _____

Email _____

Telephone _____ **Fax** _____

Payment Due Date: _____
Day Month Year

Notes

:: SIGNATURES

Date _____

ICE _____
Signature

ICE _____
Name and Title

Date _____

CLIENT _____
Signature

CLIENT _____
Name and Title

:: MULTIPLE PROPERTY ATTACHMENT

The following list of properties will be billed to the same address listed above.

Name _____ PID # _____
Address _____

Contact _____ Title _____
Email _____
Phone _____ Fax _____
NoRooms _____ Annual Renewal \$ _____
Notes _____

Name _____ PID # _____
Address _____

Contact _____ Title _____
Email _____
Phone _____ Fax _____
NoRooms _____ Annual Renewal \$ _____
Notes _____

Name _____ PID # _____
Address _____

Contact _____ Title _____
Email _____
Phone _____ Fax _____
NoRooms _____ Annual Renewal \$ _____
Notes _____