



Video Conferencing Suite Use Terms & Conditions

- 1) Suite availability will be scheduled primarily through our web-based scheduling form, located at www.oikcom.com , which will gather necessary information to initiate the set-up process for a call.
- 2) A conference may also be scheduled by telephone toll-free by dialing 1-866-873-9570 and choosing Option 1. Telephone reservations will also need to provide the required information from the web-based form and digitally approve of these terms of service in the online form. Expedited service is received by customers scheduling reservations through our web-based process.
- 3) Rooms rates are currently \$245 per hour for calls of a duration of less than 2 hours. Reservations for two hours or more will be given a discounted rate of \$185 per hour. After the first full hour, fees are charged in quarter-hour increments. A rate that includes an additional \$50 for any portion of an hour, then in quarter-hour increments shall apply for any call that occurs or continues before 8:30 a.m or after 5:00 p.m. EST. As applicable, wholesale volume customer agreements apply to rates.
- 4) Additional services are available on an as-needed to allow for the most successful call experience based on customer need. These services include IP-ISDN gateway, bridging, multi-site calls, room attendant present during the duration of the call and suites in various locations globally. These services are not included in the cost of the room rental, and additional fees will apply. Rooms in locations that are part of our network of global locations will have fees that vary by location, however most locations are approximately \$250 per hour. Pricing and availability of network rooms & add-on services will be determined and agreed upon at the time of reservation confirmation.
- 5) There will be no cancellation fees charged for reservations that are canceled with at least 24 hours notice to allow for the facilities to be made available for other users. Reservations that are canceled with-in 24 hours on the calendar date prior to that date of the scheduled will be charged one-half of the fees due for the reservation. Cancellations that occur on the day of the reservation will be charged for the full-amount of the reserved session.
- 6) All unpaid session fees are due upon receipt of invoice. Checks are to be made payable to **Oikos Communications** and mailed to :

*The Little Guy, LLC dba:Oikos Communications
PO Box 1094
Hope Mills, NC 28348*

A returned check fee in the amount of \$40.00 will be charged on all returned checks.

- 7) All users agree that The Little Guy, LLC or Starkings Court Reporting will not be held liable for any loss, whether real or inferred that occurs due to the use of this suite.