

UltraCall Request Form For Conference Call Services



Please complete the form below and fax it to GlobalTaNK. (Fax: 03-6699-1115)

		Customer Number	
Company Name			TEL
			FAX
Mailing Address	〒		
Contact Person	Mr./Ms./Dr.	Department Name	Title
	E-mail Address:		

●Details of Conference Call Features

First Conference date and time, if	Day	Month	Year	Time (JST)	AM PM	:
Conference Name	The Conference Name will be printed on the card and call detail records.					
Language of the card (Mailing)	Choose the language(s) required			If a language is not selected, you will receive the English version.		
	<input type="checkbox"/>	English	<input type="checkbox"/>	Japanese		

※ If you have made a request for several accounts, please inform us of the number, conference names (call detail record name) and the language of each account.

●Payment Method

Payment Method	1. <input type="checkbox"/> Wire Transfer Payment	2. <input type="checkbox"/> Automatic Bank Debit (Separate application form will be posted to you)
Invoice Style	<input type="checkbox"/> PDF format / <input type="checkbox"/> csv format / <input type="checkbox"/> PDF + csv format	
	E-mail Address for accounting:	

*Only the front page of an original invoice will be posted.

You must agree to the Terms and Conditions Please read through the Terms and Conditions for this service (located on the reverse page) before applying.			
			Company Name
Day	Month	Year	Authorized Signature

●Default ※If you would like to change any of the default settings below, please inform us via e-mail, phone or fax.

1. Entrance tone: **ON** A tone will sound each time a new participant joins the conference call.
2. Tone at the exit: **ON** A tone will sound each time a participant leaves the conference call.
3. Rollcall: **OFF**
 - ※ 3 If recording is ON: 3-A. Recorded names are announced when a new participant joins the conference.
 - 3-B. Recorded names are announced when a participant leaves the conference call.
4. Need Moderator: **ON** On-hold music until the moderator enters the required PIN.
 - ※4. If this option is OFF, you are choosing not to have a moderator to start the call.
5. Broadcast: **ON**
 - ※5. If broadcast is OFF, only the moderator can speak.

Office Use	
Date	Customer Number

Remarks

The Undersigned Customer (hereafter referred to as "Customer") agrees to the following terms and conditions when request the UltraCall Service (hereafter referred to as "Services") from Global TaNK Co., Ltd. (hereafter referred to as "Global TaNK")

1. Any Customer wishing to use the Service needs to submit a request form.
2. For Corporate Customers, payment will be made by Automatic Bank Debit (hereafter referred to as ABD) using the Customer's bank account. The Customer is required to fill out and submit the ABD form which will be sent subsequent to application approval. Until ABD has been activated, the Customer agrees to make wire transfer payments to a designated bank account. Any wire transfer fees incurred are to be paid by the Customer.
3. Global TaNK reserves the right to reject any Service request or to terminate services to any Customer should the security, legality, or cost effectiveness adversely affect the operation, business, or management of Global TaNK.
4. Neither Global TaNK nor its underlying carriers will be liable for any losses or damages sustained by reasons of any failure or interruption of Services.
5. If the issued PIN is not used within one year, Global TaNK may terminate the Service without notification.
6. The Customer shall promptly notify Global TaNK if any change occurs in the Customer's name, address or/and bank account used for payment, and the telephone lines used by the Customer.
7. Customers must contact Global TaNK in advance should they require the use of 50 or more lines simultaneously. When requiring the use of 50 or more lines simultaneously for web conference, the Customer must notify Global TaNK at least 5 business days prior to the scheduled day for each web conference.
8. Global TaNK shall provide services subject to the General Terms of the conferencing call provider.
9. The Customer will be liable to pay any fees they may accidentally incur for disconnected calls regardless of termination failure including line-on-hold errors of the Customer's PBX (Private Branch Exchange) system. Please be especially aware when using the speakerphone that the line button may seemingly be turned off, however it could still be kept on hold within the PBX system by an error.
10. Disputes for any charges must be submitted in writing within thirty days of the issued invoice date.
Global TaNK and the Customer hereby agree to the exclusive jurisdiction of the Tokyo District Court of Japan.

【Registration Time Frame for Conference Call Services】

- The Customer must register with Global TaNK to receive the Service. The registration process can take up to one business day to complete, if the application is received before 12:00pm on weekdays.
- Please note that orders received after 12:00pm on weekdays and any time on Saturday, Sunday and public holidays will be completed within 2 business days.

【Security of Conference Call Services】

- The Customer is responsible for ensuring the confidentiality of any *call in numbers, account numbers, authentication details* and personal identification numbers (PIN) issued to the Customer as part of the Service.
- Global TaNK is not liable for any loss or damage that the Customer or any other third-party suffers as a result of the use of the Service or from disclosing customer account numbers, authentication details, PINs or call in number(s).