



Commercial Lodging and Institutions Programming Change Request Instructions

Lodging and Institutions: DIRECTV® programming that is provided to hotel, motel, dormitory or assisted living type facilities with multiple subscriber units. To subscribe, please complete the following:

1 Read the enclosed materials, review subscriber unit definitions, and then choose the programming you wish to add or delete. When adding or deleting channels to a package you are all ready subscribe to write “existing package” in the package field and the price per unit.

2 Install and test all receivers using the DIRECTV installation test channels (100 and 493). Make sure that the following installation steps have been completed:

- A dedicated receiver (IRD) is required for each channel selected, as indicated on the Equipment Information Form.
- A DIRECTV dish antenna must be installed and connected to all receivers and the dish positioned properly.
- All DIRECTV® System access cards must be seated in their assigned receivers for the appropriate service.

3 Forward the completed paperwork to DIRECTV:

- Commercial Lodging and Institutions Programming Change Request Forms (Page 5-6)

Hotel	Hotel, Motel, Resort and Inn, etc.	Total number of guest rooms
Health Care	Hospital, Nursing Home, Assisted Living, Long Term Care Facility, Medical Clinics and Dialysis Clinics	Total number of televisions on premises in patient rooms
Dormitory	College, University, Convent or other dormitory housing setting	Total number of cable drops connected to DIRECTV® System network
Recreation	Marinas, Mobile Home Parks, Camp Grounds, and RV Parks	Total number of cable drops connected to DIRECTV® System network
Prison	Prisons and Correctional Facilities	Total number of cable drops connected to DIRECTV® System network

**Send to: Phone: 1-800-388-2505
FAX: 1-800-933-4631**

Email: CommercialContracts@DIRECTV.com

NOTE: DIRECTV will verify that all required paperwork is accurate and complete. Once complete paperwork is received, your account will be activated within 24 hours. If you have any questions, please call us at 1-800-388-2505.



Commercial Lodging and Institutions Programming Change Request Form

(Existing Accounts Only)

DIRECTV Account #:

(Required when adding or deleting services after account activation)

Please check all that are applicable:

- Delete Programming Package
 Add Programming Package
 Delete Channel from existing package
 Delete Channel from existing package

Name of Authorized Officer / Agent & Title

Authorized Customer Signature

Date

Property Name

Contact Name at Property Address

Lodging & Institutions Affiliate Number

Property Address

Email Address

Affiliate Name

City

State

Zip

Unit Count

Property Phone Number

Property Fax Number

In the box provided below, please record the receiver and access card information for each programming service that you select including package names if you are adding or deleting a package. If you are adding or deleting a channel in an existing package there is no need to list the package or price per unit. Match each programming service to the appropriate receiver and access card numbers, as each receiver may only be authorized for one programming service. If you wish to order C-SPAN, Disney Channel or Nickelodeon/Nick at Nite, please indicate '1' or '2' (for C-SPAN) and 'E' and/or 'W' (for the Disney Channel and Nickelodeon/Nick at Nite). You may be charged, and agree to pay, the fees described in section 20 of the Lodging and Institutions SMATV Viewing Agreement. FOR DRE CUSTOMERS PLEASE SEE BELOW.

Example:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Business News	\$0.58	34349[6799]	00001976[1304]	Fox News
A D D	D E L E T E	Package	Price Per Unit	Access card No: (last four digits only)	RID No: (last four digits only)	Channel (not needed for mirrored cards)
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____



**Commercial Lodging and Institutions
Programming Change Request Form (cont'd)**
(Existing Accounts Only)

DIRECTV Account #: <hr/> (Required when adding or deleting services after account activation)
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Property Name

Example:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Business Nets</i>	<i>\$0.58</i>	<i>34349[6799]</i>	<i>00001976[1304]</i>	<i>Fox News</i>
A D D	D E L E T E	Package	Price Per Unit	Access card No: (last four digits only)	RID No: (last four digits only)	Channel (not needed for mirrored cards)
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____

Total Number of RIDs:

If your selections total more than 15 programming services (one channel per access card), please attach a separate page.
 Check here if attaching a separate page. NOTE: For DRE customers please submit separate equipment list with Access Card IDs.