ESB2014 31st AUGUST - 3rd SEPTEMBER ACC, LIVERPOOL

Index Use	
E.C.	
BOMPAC	
PAYMENT	

FURNITURE ORDER FORM

Stand No.			Deadline Date - Friday 1st August 2014			
Additional items are available to order online—www.indexgroupfurniture.org						
Qty	Reference	Colour	Description	Price	Total	
<u> </u>				11.65		
www.indexgroupfurniture.org				Sub Total		
			Vat 20%			
Company Name: Address:			Total			
Postcode:						
Telephone: Name:						
EU VAT No:						
Email:						

Please return this form to the address below with full payment by the above deadline date. Orders received less than 14 days prior to the event will incur a 15% surcharge.

Please state colour preference where applicable

You must insure against loss or damage 5 times the hire cost.

Payment is due 14 days prior to delivery

No goods will be supplied unless full payment is received

Please return to:

INDEX GROUP LTD

Europa House, Meaford Way, London, SE20 8RA Telephone: 0800 085 9885 Facsimile: 08454 303016

E-mail: furniture@indexgroup.org



Payment & Credit Card Charge Authorisation Exhibition Name: Stand Number: Company Name: Address: Postcode: Facsimile: Telephone: Contact Name: EU VAT Number (if applicable): Email: PO Number: **CREDIT CARD CHARGE AUTHORISATION PAYMENT POLICY** All information must be provided. Your order will not be **Payment for services**— Index Group Ltd requires processed if any information is missing. payment in full at the time services are ordered. Method of payment— Index Group Ltd accepts all major Please note that there is a 3% charge for credit card credit / debit cards, cheques and bank transactions. transfers. Purchase orders are not considered payment. Please ensure this form is returned with all orders. We require your payment authorisation to be completed and returned even if you are paying by **Debit Card** cheque or bank transfer. You do not need to complete your card details unless you wish to pay by this **Credit Card** American Express method. Please tick the box below to indicate your preferred method of payment. Card Number: Cheque Expiry Date: ___/__ **Bank Transfer** Security Code (Last 3 digits on signature strip) ______ Credit/debit card Start Date (if shown): ___/___ Issue Number (if shown): Orders can not be processed until payment has been received. Cancellations/Refunds— Please note that refunds will Cardholders Name:___ not be made on cancellation of any non stock items. Any Cardholders billing address (If different to above): item ordered prior to and transported to the event is not eligible for a refund. **Bank Transfer & Cheque Payment Information:** Beneficiary: Index Group Ltd The Royal Bank of Scotland 131 Blackburn Street, Radcliffe, Manchester, M26 9WQ _____ Post Code:_____ Account Number: 10083843 Sort Code: 16-29-20 Cardholders Signature:_____ Swift Code: RBOSGB2L Date: / / IBAN Code: GB73 RBOS 162920 10083843 Please make all cheques payable to—Index Group Ltd Please note this form will be destroyed once payment has been processed/received. I agree in placing this order that I have accepted the Terms & Conditions of the Index Group Ltd: Signed: Print Name:____ If you have any questions relating to any of the Date: ____/____/____ information on this form please contact us on: 0800 085 9885

Please return to corresponding email/postal address which can be found on the bottom of the relevant order form.

