



Index Use	
E.C.	
BOMPAC	
PAYMENT	

## AUDIO VISUAL HIRE ORDER FORM

Stand No.

Deadline Date - Wednesday 3rd May

Item	Price	Quantity	Total
23" LCD Display & Table Stand	£135.00		
32" LED & Stand	£210.00		
42" Plasma Display & Stand	£300.00		
42" Touchscreen Plasma Display & Stand	£400.00		
48" LED Display & Stand	£320.00		
55" LED Display & Stand	£360.00		
60" Plasma Display & Stand	£480.00		
75" LED Display & Stand	£570.00		
DVD Player	£35.00		
Data/Video Projector	£195.00		
Apple Ipad	£100.00		
Single Ipad Stand	£50.00		
Laptop (Windows 10)	£100.00		
Apple MacBook Pro 13" Retina	£140.00		
Apple iMac 27" Retina	£275.00		
Radio Microphone (Hand held, Headset or Lapel)	£70.00		
Exhibition Stand PA System	From £135.00		

Delivery & Installation charges may occur

**\* Insurance optional**

For any items not listed please call or email for a quote

Company Name:	
Address:	
Postcode:	
Telephone:	Name:
EU VAT No:	
Email:	

<b>Insurance @ 12.5%*</b>	
<b>Sub Total</b>	
3% surcharge for credit card payments	
<b>Total</b>	
<b>Vat 20%</b>	
<b>Total</b>	

Please return this form to the address below with full payment by the above deadline date  
**Payment Terms - 7 days prior to event (no orders will be processed until full payment is received)**

**Please return to:**

INDEX GROUP LTD  
 Unit 34 Peel Mills Industrial Estate, Chamberhall Street, Bury, BL9 0LU  
 Telephone: 0800 085 9885 Facsimile: 0161 763 7713  
 E-mail: av@indexgroup.org



# Payment & Credit Card Charge Authorisation

Exhibition Name: \_\_\_\_\_

Stand Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Contact Name: \_\_\_\_\_

EU VAT Number (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_

PO Number: \_\_\_\_\_

## PAYMENT POLICY

**Payment for services**— Index Group Ltd requires payment in full at the time services are ordered.

**Method of payment**— Index Group Ltd accepts all major credit / debit cards, cheques and bank transfers. Purchase orders are not considered payment.

We require your payment authorisation to be completed and returned even if you are paying by cheque or bank transfer. You do not need to complete your card details unless you wish to pay by this method. Please tick the box below to indicate your preferred method of payment.

**Cheque**   
**Bank Transfer**   
**Credit/debit card**

**Full payment must be received prior to the build up of the show.**

**Cancellations/Refunds**— Please note that refunds will not be made on cancellation of any non stock items. Any item ordered prior to and transported to the event is not eligible for a refund.

### **Bank Transfer & Cheque Payment Information:**

Bank details will be provided on your invoice for BACS payments.

Please include your invoice number in your payment reference.

Please make all cheques payable to—Index Group Ltd

**I agree in placing this order that I have accepted the Terms & Conditions of the Index Group Ltd:**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## CREDIT CARD CHARGE AUTHORISATION

All information must be provided. Your order will not be processed if any information is missing.

**Please note that there is a 3% charge for credit card transactions.**

Please ensure this form is returned with all orders.

**Debit Card**   
**Credit Card**   
**American Express**

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_

Security Code (Last 3 digits on signature strip) \_\_\_\_\_

Start Date (if shown): \_\_\_\_/\_\_\_\_

Issue Number (if shown): \_\_\_\_\_

Cardholders Name: \_\_\_\_\_

Cardholders billing address (If different to above):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please note this form will be destroyed once payment has been processed/received.**

If you have any questions relating to any of the information on this form please contact us on:  
0800 085 9885

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

