



Tel - +44 (0) 208 912 3136

E-Mail - Logistics@indexgroup.org

Order Form

Exhibiting Company Name	Hall	Stand
Invoicing Company		
Address Line 1		
Address Line 2		
Town / City		
Post Code	Telephone	
Country	VAT Number	

Quantity	Description	Dimensions	Weight

Advanced warehouse arrival date, if applicable					
Fork lift to unload and place to stand:		Date	Time		
Fork lift to reload from stand:		Date	Time		
Labour for unpacking:	No. of labourers		No. of Hours		Date / Time
Labour for packing:	No. of labourers		No. of Hours		Date / Time
Empty case storage:	No. of CBM		Full goods storage:	No. of CBM	

Please submit this order form to logistics@index-group.org, to receive a quotation

Cardholder's Name	
Card Number	Expiry Date
3 / 4 Digit Security Code	Issue Number
Cardholder's Signature	
Please select Appropriate card type	

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit	Debit
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Payments will be taken in Pounds Sterling (GBP) at the UK rate of exchange applicable on date of processing. Credit Card payments are subject to a 5% service charge.

Incorporated in England No: 2326770 VAT Registration No: 506 4059 65
 All business undertaken in accordance with our conditions of trade, a copy if which is available upon request



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Inbound Shipments

Customs Clearance

Temporary import clearance	£85.00 per clearance
Permanent import clearance	£85.00 per clearance
Additional tariff headings - 1st two free	£ 5.00 per tariff heading
Bond fee	3 % of CIF value, minimum £ 50.00
Duty & Tax	At cost + 10%
Use of deferment	Duty / Tax outlay + 5%, minimum £ 35.00

Airfreight

Airline Handling - 1 cbm = 167 kgs	£ 0.38 per kgs, minimum £ 45.00
Port to advanced warehouse - 1 cbm = 300 kgs	£ 22.00 per cbm, minimum 3 cbm

Ocean Freight - FCL

Terminal handling charges - FCL 40ft	£ 165.00 per container
Terminal handling charges - FCL 20ft	£ 155.00 per container
Transport from UK seaport - FCL 40ft	£ 655.00 per container
Transport from UK seaport - FCL 20ft	£ 655.00 per container

Ocean Freight LCL

Terminal handling charges	At cost + 20%
Port to advanced warehouse - 1 cbm = 300 kgs	£ 22.00 per cbm, minimum 3 cbm

Courier

Handling into advanced warehouse and delivery to stand	£ 85.00 up to 0.5 cbm / 30 kgs
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Advanced Warehouse - 1 cbm = 333 kgs

Handling in/out of advanced warehouse	£ 12.50 per cbm, minimum 2 cbm
Transport to venue	£ 22.00 per cbm, minimum 3 cbm

Onsite Handling

Fork Lifting - 1 cbm = 333 kgs

Unload from vehicle to stand	£ 18.00 per cbm, minimum 2 cbm
Reload from stand to vehicle	£ 18.00 per cbm, minimum 2 cbm

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Courier Receiving

Onsite courier reception £ 10.00 per item up to 50 kgs

Onsite Storage

Empty case storage - removal, storage and return £ 33.00 per cbm, minimum 3 cbm

Service Charges

Consignment fee £ 65.00 per movement
Communication fee £ 15.00 per movement

Surcharges

After 5pm - Mon - Fri 50%
Saturdays 50%
Sundays 100%
Late Arrival Charges

Outbound Shipments

As inbound depending on method of dispatch

Additional charges:

Hand over documentation fee for consolidated cargo / Airline storage / Sea port terminals / Quay rent etc.../ insurance.

Conversion – 0.5 cbm is charged at 1 cbm

Minimum Invoice Amount £ 50.00