iか Liv	In-house Recruitment Live
	Bristol 7th November 2024
	Ashton Gate Stadium, Bristol

Index Use	
E.C.	
ВОМРАС	
PAYMENT	

FURNITURE ORDER FORM

Stand No. Deadline Date - Wednesd					9th O	ctober		
Additional items are available to order online - www.IndexGroupfurniture.org								
Qty	Reference	Colour	Description	Р	rice	Total		
www.IndexGroupfurniture.org					ub Total			
Company Name:				/at 20%				
Address:			Т	otal				
Postcode:								
Telepho	one:		Name:					
EU VAT	No:							

Please return this form to the address below with full payment by the above deadline date. Orders received after the deadline date 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

Email:

Europa House, Meaford Way, London, SE20 8RA Telephone: 0800 085 9885 Facsimile: 03454 303016

E-mail: furniture@indexgroup.org



Payment & Credit Card Charge Authorisation Exhibition Name: Stand Number: Company Name: Address: Postcode: Country: Telephone: Contact Name: EU VAT Number (if applicable): Email: PO Number: **PAYMENT POLICY CREDIT CARD CHARGE AUTHORISATION** Payment for services — To be completed for Electrical orders only Index Group Ltd requires full payment prior to A payment link for card payments will be sent for all other Index Group the build up of the show. All information must be provided. Your order will not be Method of payment — Index Group Ltd accepts all major processed if any information is missing. credit / debit cards and bank transfers. Purchase orders are not considered payment. We require your payment authorisation to be completed Please note that there is a surcharge for Debit, and returned even if you are paying by bank transfer. You Credit and American Express card transactions. do not need to complete your card details unless you wish to pay by this method and are ordering electrics. Please ensure this form is returned with all orders. Please tick the box below to indicate your preferred method of payment. **Debit Card** (surcharge) Credit Card (surcharge) **Bank Transfer** American Express (surcharge) Debit Card (surcharge) Credit Card (surcharge) Card Number: ___ American Express (surcharge) Expiry Date: ___/__ Card payment link to be sent Security Code (Last 3 digits on signature strip) _____ (Not available for electrical payments. Please indicate whether Start Date (if shown): ___/___ debit or credit card for invoicing purposes) Issue Number (if shown): **Bank Transfer Payment Information** Cardholders Name: Bank details will be provided on your invoice for BACS Cardholders billing address (If different to above): payments. Please include your invoice number in your payment reference. **Payment link for card payments** If you would like a payment link to be sent please confirm in the details above the email address this should be sent to. _____ Post Code:_____ Cancellations/Refunds — Please note that refunds will not be made on cancellation of any non stock items. Any Cardholders Signature: item ordered prior to and transported to the event is not Date:___/____ eligible for a refund. I agree in placing this order that I have accepted the Terms & Conditions of the Index Please note this form will be destroyed once Group Ltd: payment has been processed/received. Signed: If you have any questions relating to any of the information Print Name: on this form please contact us on: 0800 085 9885 Date: ____/____

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.

