

IHR Live Manchester 2025 15th May 2025 Victoria Warehouse, Manchester

Index Use	
E.C.	
BOMPAC	
PAYMENT	

FURNITURE ORDER FORM

Stand No. Deadline Date - Wednesday 16th April				April		
Additional items are available to order online - www.IndexGroupfurniture.org						
Qty	Reference	Colour	Description	Price	Total	
www.IndexGroupfurniture.org				Sub Total		
				Vat 20%		
Company Name: Address:			Total			
ridures	J.					
			Postcode:			
Telephone: Name:						
EU VAT			Hame.			
Email:	110.					
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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

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: **CREDIT CARD CHARGE AUTHORISATION** PAYMENT POLICY 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 Credit and returned even if you are paying by bank transfer. You 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 order payments) Start Date (if shown): ___/___ Issue Number (if shown): **Bank Transfer Payment Information:** Bank details will be provided on your invoice for BACS Cardholders Name: payments. Please include your invoice number in your Cardholders billing address (If different to above): 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 Cancellations/Refunds— Please note that refunds will _____ Post Code:_____ not be made on cancellation of any non stock items. Any item ordered prior to and transported to the event is not Cardholders Signature: eligible for a refund. Date:___/____ I agree in placing this order that I have accepted the Please note this form will be destroyed once Terms & Conditions of the Index Group Ltd: payment has been processed/received. Signed:__ If you have any questions relating to any of the information Print Name: Date: ____/___ 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.

