

# FURNITURE ORDER FORM

## MILCIS 2024



**PLEASE RETURN THE COMPLETED FORM BY FRIDAY 04/10/2024**

Email: [Elena@sbx.biz](mailto:Elena@sbx.biz)

|                |  |              |  |
|----------------|--|--------------|--|
| Company Name   |  |              |  |
| Postal Address |  |              |  |
| Contact Name   |  | Email        |  |
| Phone Number   |  | Stand Number |  |

PLEASE MAKE YOUR FURNITURE SELECTION FROM OUR ONLINE CATALOGUE AT [www.sbx.biz](http://www.sbx.biz)  
OR PLACE YOUR ORDER DIRECTLY ONLINE

| Code   | Item                                  | Colour | Qty | Rate \$inc | TOTAL \$inc |
|--|---------------------------------------|--------|-----|------------|-------------|
|  |                                       |        |     |            |             |
|  |                                       |        |     |            |             |
|  |                                       |        |     |            |             |
|  |                                       |        |     |            |             |
|  |                                       |        |     |            |             |
|  |                                       |        |     |            |             |
|  |                                       |        |     |            |             |
|  |                                       |        |     |            |             |
|  |                                       |        |     |            |             |
| Please note that all prices on our website are GST inclusive and rates are for the duration of the event up to 7 days. (Audio Visual items excepted) | SUBTOTAL                              |        |     |            | \$          |
|  | DAMAGE WAIVER (8% of Subtotal)        |        |     |            | \$          |
|  | CARTAGE (20% of Subtotal)             |        |     |            | \$          |
|  | <b>TOTAL AMOUNT PAYABLE (GST inc)</b> |        |     |            | \$          |

**\*\*ANY ORDERS RECEIVED AFTER THE DUE DATE MAY INCUR A 10% SURCHARGE\*\***

|  |  |
|--|--|
| <b>TERMS OF PAYMENT:</b>                       | Payment is required prior to the exhibition and is accepted as your agreement to the following terms:  |
| <b>CANCELLATION</b>                            | Orders cancelled after delivery will be charged 50% of the hire rate plus full delivery.   |
| <b>MISSING, INCORRECT or NON WORKING ITEMS</b> | If you have not received your items, have received the wrong item or your items is not working contact SBX onsite staff or the SBX office <b>immediately</b> . |
| <b>DAMAGE or LOSS</b>                          | The hirer shall at all times be liable for the loss or damage to the owner's equipment   |

Tick appropriate box

CHEQUE    VISA    MASTERCARD    AMEX

DIRECT DEPOSIT – An invoice will be emailed to you with our bank details

Card Holder \_\_\_\_\_ Expiry Date \_\_\_\_ / \_\_\_\_

Card Number \_\_\_\_\_ Signature \_\_\_\_\_

**Please note all credit card payments incur a 2% processing fee**

# FURNITURE ORDER FORM

## MILCIS 2024



**PLEASE RETURN THE COMPLETED FORM BY FRIDAY 04/10/2024**

Email: [Elena@sbx.biz](mailto:Elena@sbx.biz)