



# Workshop Order Form

Meeting Room Equipment	QTY	PRICE	DAYS	TOTAL
Screen and 5000 Lumen Projector		\$550		
8x8 Screen		\$65		
Laptop		\$150		
Computer Sound Patch		\$25		
4 Channel Audio Mixer		\$55		
Wireless Microphone		\$125		
Podium with Wired Microphone		\$85		
34" Cart		\$20		
43" TV		\$350		
TV Stand		\$75		
<b>Subtotal</b>				
<b>*Tax</b>			<b>8.6%</b>	
<b>Labor</b>				<b>\$175</b>
<b>Total</b>				

- \* Tax will be charged on all orders without Tax exempt form
- Cancellations less than 72 hour notice will be charged 50% of show total
- Must be present when equipment is delivered.

### Required Customer & Delivery Information

<p><b>Complete payment must accompany order.</b></p> <p>Please check one:</p> <p><input type="checkbox"/> Check Enclosed    <input type="checkbox"/> Visa    <input type="checkbox"/> Mastercard</p> <p><input type="checkbox"/> American Express    <input type="checkbox"/> Discover</p> <p>Name on credit card _____</p> <p>Credit card number _____</p> <p>Exp. Date _____</p> <p>Authorized Signature _____</p> <p>Date _____</p>	<p>Company Name _____</p> <p>Contact Name _____</p> <p>Address _____</p> <p>City _____ St. _____ Zip _____</p> <p>Phone _____ Fax _____</p> <p>Booth No. _____ Room Name _____</p> <p>Delivery Date _____ Time _____</p> <p>Pickup Date _____ Time _____</p>
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