

ORDER FORM

Furniture Rental

* all forms should be submitted 1 month before event and payment must be processed before installation

***Late Surcharges:**

Orders received after 19 May 2017: 30%

Orders received 2 weeks before 19 June/ On-site: 50%

Order No.: _____

Date: _____

Contact Information

Name:

Company:

Address:

Tel. No.:

Fax No.:

Signature/Company's Stamp:

Item No	Item Description	UOM	QTY	Unit Cost (SGD)	Total
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CHAIRS

	Foldable Chair	pc		\$5.00	\$0.00
	Aluminium Chair	pc		\$5.00	\$0.00
	Leather Bar Stool	pc		\$25.00	\$0.00
	Stool	pc		\$5.00	\$0.00
	Kiddie Stool	pc		\$5.00	\$0.00
	Floor Chair	pc		\$20.00	\$0.00

TABLES

	Tall Aluminium Table (Round)	pc		\$45.00	\$0.00
	Short Aluminium Table (Round)	pc		\$45.00	\$0.00
	Aluminium Table (Square)	pc		\$45.00	\$0.00
	Coffee Table	pc		\$25.00	\$0.00
	Kiddie Table	pc		\$25.00	\$0.00

MISCELLANEOUS

	Belt Queue Stand	pc		\$25.00	\$0.00
	Silver Easel Stand	pc		\$20.00	\$0.00
	T-Bar Metal Stand	pc		\$20.00	\$0.00
	Brochure Rack (Acrylic Zig-zag)	pc		\$45.00	\$0.00
	Brochure Rack (Metal Zig-zag)	pc		\$45.00	\$0.00
	Umbrella Stand	pc		\$20.00	\$0.00

SUBTOTAL \$0.00
 7% GST -

TOTAL IN SGD \$0.00

*All cheques to be made payable to Roxwell Pte Ltd

Terms & Conditions:

- * Amount quoted are for conference management only and not inclusive of any set-up, equipment and items not stated here
- * All items are strictly on rental basis and are chargeable on any additional requirement
- * The Above Package includes One-time Set-Up and One-Time Dismantling only.
- * Set-up/Dismantle is applicable only from 9am - 5pm for Monday to Friday.
- * An additional charge of \$100 per hour is applicable for after-hours set-up/dismantle for Monday to Saturday and \$200 per hour on Sunday, Public Holiday and after midnight.
- * No-Refund to any items listed above if not utilised
- * The job order once signed is confirmed and no cancellation is allowed unless agreed upon by Roxwell Management and is subjected to a minimum cancellation fee of 50% of total job order.
- * Validity of Quotation: 2 weeks from quotation date losses or damages that the customer may incur as a result of such termination or delay
- * Payment Terms: 100% payment upon **confirmation**

Attn to: Angeline Lin / Charmaine Chong

Address: Roxell Pte Ltd
2 Ang Mo Kio Street 64
Unit 04-02
ECON Industrial Building
Singapore 369084

Email: angeline.lin@roxwell.com.sg / charmainechong@roxwell.com.sg

Please make your payment to the following:

Beneficiary: Roxwell Pte Ltd

Bank Name: DBS Ltd

Bank Address: 6 Shenton Way DBS Building Singapore 068809

Bank/Branch Code: 7171-020

Bank Swift Code: DBSSSGSG Account Number: 020-008258-5

PLEASE KEEP A COPY FOR YOUR RECORDS

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