

ORDER FORM

Audio Visual Equipment 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%

Date:

Contact Information

Name:
Company:
Address:
Tel. No.:
Fax No.:
Signature/Company's Stamp:

Item No	Item Description	UOM	QTY	Unit Cost (SGD)	Total
1	42 inch Plasma TV	pc		\$400.00	\$0.00
2	32 inch Plasma TV	pc		\$300.00	\$0.00
3	Plasma TV Stand	pc		\$45.00	\$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: Angelina Lin / Charmaine Chong
Address: Roxwell Pte Ltd
2 Ang Mo Kio Street 64
Unit 04-02
ECON Industrial Building
Singapore 369084
Email: angelina.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: DBSSGSG Account Number: 020-008258-5
PLEASE KEEP A COPY FOR YOUR RECORDS

ROXWELL PTE LTD | Meetings • Incentives • Conferences • Exhibitions
ROXWELL MILLING & TECHNOLOGY PTE LTD | Milling • Science • Technology
ROXWELL CREATIONS & BUILDING MATERIALS PTE LTD | Interior • Materials • Spaces
ROXWELL ADVERTISING & MAGNETIC SOLUTIONS PTE LTD | Innovation • Media • Solutions

www.roxwellgroup.com.sg
[roxwelladvertisingpl](https://www.facebook.com/roxwelladvertising)

Singapore Office
Econ Industrial Building, 2 Ang Mo Kio Street 64
#04-02 Singapore 369084
t | (65) 6273 8932 f | (65) 6273 8938

Creative Print House
Econ Industrial Building,
2 Ang Mo Kio Street 64
#04-03A Singapore 369084

Carpentry Production
8 Kaki Bukit, Avenue 4,
Premier @ Kaki Bukit
#07-23 Singapore 415875

洛氏伟 (广州) 贸易有限公司
广州市越秀区
中山五路188-216号
百江广场1820号