

ORDER FORM

System 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
<u>WHITE BOARD</u>					
1	White Board (2400mm x 500mm)	pc		\$25.00	\$0.00
2	White Board (2400mm x 1000mm)	pc		\$25.00	\$0.00
3	White Board (1000mm x 1000mm)	pc		\$25.00	\$0.00
4	White Board (750mm x 1000mm)	pc		\$25.00	\$0.00
5	White Board (1000mm x 500mm)	pc		\$25.00	\$0.00
6	White Side Board (750mm x 500mm)	pc		\$25.00	\$0.00
7	Door for Lockable Cabinet	pc		\$25.00	\$0.00
8	Folding Door	pc		\$25.00	\$0.00
<u>VELCRO BOARD</u>					
9	Velcro Board (2400mm x 1000mm)	pc		\$25.00	\$0.00
10	Velcro Board (2250mm x 1000mm)	pc		\$25.00	\$0.00
<u>SYSTEM TABLE</u>					
11	Collapsible System	pc		\$25.00	\$0.00
12	Table Tops (1mH x 1mL)	pc		\$25.00	\$0.00
13	Table Tops (1mH x 0.5mL)	pc		\$25.00	\$0.00
14	Table Tops (0.75mH x 0.5mL)	pc		\$25.00	\$0.00
15	Table Tops 90.75mH x 1mL)	pc		\$25.00	\$0.00
16	Curved Table Top (1mH x 0.5mW x 1.540mcurve)	pc		\$25.00	\$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: 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: DBSSSGSG Account Number: 020-008258-5

PLEASE KEEP A COPY FOR YOUR RECORDS

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