

# 4

# FLOORCOVERING



FULL CIRCLE  
— where i want to be —

Show:	IEEE
Venue:	ExCel, London
Dates:	8 - 11 June 2015

Return By:	18 May 2015
Our Ref:	419

Our carpet is an outright sale and includes delivery to site plus laying of carpet  
The customer is responsible for the removal and disposal of carpet and carpet tape at the close of the exhibition

Is the carpet being laid to: Venue Floor:  Floor Flats:  Platform Floor:

Please specify Carpet Laying Date & Time:

ITEM/DESCRIPTION	UNIT	COST	QTY	Total
<b>Carpet Range:</b>				
Cord (Specify Colour) .....	per sqm	£7.50		
<b>Carpet Accessories:</b>				
Aluminium Edging direct to Venue Floor	Per m	£10.50		
Aluminium Edging to Floor Flats or Platform Floor	Per m	£10.50		
Protective Polythene	per sqm	£1.25		
Removal of Carpet and Tape at the close of the exhibition	per sqm	£1.00		
<b>Flooring:</b>				
Platform Floor: 100mm high with Black Skirting	per sqm	£19.50		
1m x 1m Ramp for 100mm Platform	each	£135.00		
Floor Flats 18mm	per sqm	£13.00		

<input type="checkbox"/> Please charge my credit card (see details below)	<b>Subtotal</b>
<b>Type of card (please indicate) DEBIT / CREDIT / MAESTRO</b>	2.5% CC Fee (if Applicable)
<b>**If there is no indication of type of card a 2.5% Surcharge will be Automatically Applied**</b>	VAT @ 20%
<b>*2.5% surcharge applies to credit card payments only, Visa Debit and maestro cards will not be surcharged*</b>	<b>Total Cost</b>
<b>*We do not accept American Express*</b>	

**FOR OFFICIAL USE ONLY:**

PAYMENT RECEIVED

ADDED TO SCHEDULE

DRAWING RECEIVED

INITIALS

DATE PROCESSED

Name of Card Holder:

Card Number:

Expiry Date:  Security Code (last 3 digits on the back of card)

For Maestro Card please include: Issue Number:  Valid From Date:

Address to which this card is registered:

Stand Number:  Company Name:

Invoice Address (including Postcode):

Tel:  Fax:

Contact Name:  Date:

Email Address:

**Important Notice:** Any order will not be processed without Full Payment

**Cheques should be made payable to Full Circle Events & Exhibitions Ltd.**  
We do not accept cheques 5 Days prior 1st day of build up or for any on site orders  
**Bank Details - Account Number: 64348865 Sort Code: 01-10-01**  
Swift/BIC: NWBKGB2L IBAN: GB59NWBK01100164348865  
Full Circle Events & Exhibitions VAT Number is GB 167 9174 66

**Information Re.Non-UK Companies. Please forward your current VAT number \_\_\_\_\_ If we do not receive your VAT number we will have to charge VAT at the rate of 20%.**

**Full Circle Events & Exhibitions Ltd, Bedlam House, 43 Duncan Street, Salford, Manchester, M5 3SQ**  
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