

EVENT AUDIO VISUAL ORDER FORM

EVENT: _____

DATE: _____



If you have a special request or need additional equipment, please call.

Video Equipment					Customer Information		
	Qty	DAILY RATE		Days Used	Total		
		Advanced	On Site				
1/2" VHS Player with "end of tape" Repeat		\$ 30.00	\$ 35.00			First Name:	
1/2" S-VHS Player		\$ 50.00	\$ 75.00				
Betacam SP Player		\$ 135.00	\$ 150.00			Address:	
International 1/2" VHS: () PAL () SECAM (check one)		\$ 75.00	\$ 100.00				
20" Color Monitor, 1/2 VHS Combo Unit		\$ 75.00	\$ 100.00			City:	
20" Color Monitor (NOT for computer use)		\$ 65.00	\$ 75.00			Province/State:	
27" Color Monitor (NOT for computer use)		\$ 125.00	\$ 150.00			Postal Code/Zip:	
50" Color Monitor (NOT for computer use)		\$ 350.00	\$ 400.00			Ordered By:	
Video Distribution AMP (Multiple monitor use)		\$ 40.00	\$ 50.00			Telephone #:	
42" / 54" Rolling Cart w/Black Skirt (circle one)		\$ 20.00	\$ 25.00			Fax #:	
Kodak Audio Viewer (35mm projector w/10" built in screen)		\$ 50.00	\$ 55.00				
Other:							
						ORDERS RECEIVED LESS THAN 2 WEEKS PRIOR TO SHOW WILL BE SUBJECT TO ON-SITE PRICES	
Audio Equipment					Ordering Instructions		
	Qty	DAILY RATE		Days Used	Total		
		Advanced	On Site				
CD Player		\$ 30.00	\$ 35.00			⇒ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.	
Wired Microphone: Handheld or Lavalier (circle one)		\$ 30.00	\$ 35.00			☑ Please include applicable Sales Tax on equipment rental. TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the province in which the services are to be provided.	
Wireless Microphone(UHF): Handheld or Lavalier (circle one)		\$ 125.00	\$ 150.00				
Wired Microphone: Lavalier		\$ 30.00	\$ 35.00			⇒ To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to delivery.	
Powered Speaker with stand		\$ 65.00	\$ 75.00			⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.	
Sound System with (2) powered speakers, (2) stands and (1) Wired Microphone: Handheld or Lavalier (circle one)		\$ 150.00	\$ 175.00			⇒ CANCELLATIONS: A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, 50% of original charges will be applied.	
Sound System with (2) powered speakers, (2) stands and (1) Wireless Microphone: Handheld or Lavalier (circle one)		\$ 225.00	\$ 250.00				
Other:							
Computer Display Equipment							
	Qty	DAILY RATE		Days Used			Total
		Advanced	On Site				
17" High Scan Colour Monitor (includes interface)		\$ 125.00	\$ 150.00				
20" / 21" High Scan Color Monitor (includes interface)		\$ 225.00	\$ 250.00				
26" / 27" High Scan Color Monitor (includes interface)		\$ 325.00	\$ 400.00				
LCD Data Projector XGA		\$ 350.00	\$ 400.00				
UHF Wireless Mouse System		\$35.00	\$50.00				
Rental Total:					Delivery Information		
PAYMENT IS DUE WHEN ORDER IS PLACED							
EQUIPMENT TOTAL					1	On-Site Contact:	
SETUP/TEARDOWN (15% of line 1 or \$45.00 minimum)					2	Booth #: Room #	
DELIVERY/PICKUP (Computer Display Only)					3	Delivery Date: Time:	
SUBTOTAL					4	Pickup Date: Time:	
Provincial Sales TAX (8% of line 1)					5	Component #: Job #:	
Goods & Services TAX (7% of line 4)					6		
TOTAL DUE					7		
Method of Payment Master Account					Return for Processing		
_____ _____ _____ Customer Signature					<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
					Presentation Services Audio Visual Westin Bayshore Resort & Marina 1601 Bayshore Drive Vancouver, BC V6G 2V4 604-682-6504 Fax 604-682-5607 psav6401@ps-av.ca		