The Audio Visual Management Group
INCORPORATED
3310 Matrix Drive Suite 200
Richardson, TX 75082
214-343-2864
214-349-4658 fax

ICW ORDER FORM

MEETING: AAPT
PROPERTY: Marriott Wardman Park
CITY: Washington, DC

EVENT DATE:	
EVENT ROOM:	
EVENT TIME:	
EVENT NAME:	
ORDER DATE:	

CLIENT NAME/ADDRESS

EMAIL :
PHONE :
FAX#:

QTY	EQUIPMENT	DAYS	UNIT PRICE	TOTAL
	6' Tripod Screen w/Bottom Drape		$35.00	
	8' Tripod Screen w/Bottom Drape		$45.00	
	7.5'x10' FastFold Screen w/Bottom Drape		$100.00	
	9'x12' Fast Fold Screen w/Bottom Drape		$120.00	
	Larger FastFold Screens Available		Upon Request	
	Standard Overhead Projector		$45.00	
	3000 Lumen LCD Projector		$375.00	
	6000 Lumen LCD Projector		$575.00	
	SafeLock Projector Stand		$15.00	
	Electronic Speaker Timer		$35.00	
	Passive VGA Computer Switch		$30.00	
	Laser Pointer		$50.00	
	DVD Player		$75.00	
	TV/DVD/Cart Package		$200.00	
	Flipchart w/Pad & Markers		$45.00	
	PC Laptop Computer		$200.00	

NOTE: All equipment ordered prior to 2/3/10 will be confirmed. All equipment ordered after this date and onsite will be subject to equipment availability.

METHOD OF PAYMENT

CHECK #: _____
Please make checks payable to AVMG, INC.
AMEX #: _____
MC #: _____
VISA #: _____
Expiration Date (mo/year) _____
CARD HOLDER: _____
BILLING ADDRESS: _____
If different from above listed address
SIGNATURE: _____
Please fax confirmation to AVMG @ 214-349-4658

Equipment Total	
5.75% Transaction Fee	
15% Service Charge	
Includes: Delivery, Standard Setup, & Pickup	
SubTotal	
Total Amount Due	

BALANCE DUE UPON RECEIPT.

Interest will accrue on all late payments.

Service Charge for Cancellations (Pre-Show=30% / On-site=50%)

Payment By:

TOTAL BALANCE DUE