









# FURNITURE ORDER FORM (PAGE 1 OF 2)

**Woking Means Business 2024**  
9th October 2024 / Woking Leisure Centre

**PLEASE EMAIL ORDERS TO:**  
accounts@meridianexhibitions.co.uk  
**GENERAL ENQUIRIES:**  
info@meridianexhibitions.co.uk

ITEM	DIMENSIONS (HEIGHT, WIDTH, DEPTH)		PRICE £	QUANTITY	TOTAL £
<b>POSEUR TABLE</b>	H 33CM W 61CM D 61CM				
BLACK			£38.00		
WHITE			£38.00		
<b>POSEUR STOOL</b>	H 74CM W 120CM D 60CM				
BLACK			£30.00		
WHITE			£30.00		
<b>ROUND TABLE</b>	H 76CM D 90CM				
BEECH			£40.00		
<b>CHAIR</b>					
BLACK			£18.00		
<b>RECTANGULAR TABLE</b>	H 80CM W 124CM D 70CM				
BLACK			£45.00		
<b>ZIG-ZAG LITERATUE RACK</b>	H 100CM W 25CM D 22CM				
BLACK			£38.00		
<b>GLASS VITRINE CABINET</b>	H 160CM W 40CM D 40CM				
			£120.00		
<b>RECEPTION COUNTER</b>	H 92CM W 92CM D 49CM				
WHITE			£65.00		
<b>WE RESERVE THE RIGHT TO CHANGE ITEMS DUE TO STOCK AVAILABILITY</b>			<b>SUB TOTAL</b>		
			<b>20% LATE SURCHARGE</b>		
			<b>SUB TOTAL</b>		
			<b>VAT</b>		
			<b>TOTAL</b>		
<b>STAND NO.</b>	<input type="text"/>	<b>COMPANY</b>	<input type="text"/>		

**ORDERS TO BE RECEIVED WITH PAYMENT 14 DAYS PRIOR TO THE EVENT**  
**FAILURE TO DO SO WILL INCUR A 20% SURCHARGE**

## FURNITURE ORDER FORM (PAGE 2 OF 2)

### PAYMENT AUTHORISATION

YOUR ORDER WILL NOT BE PROCESSED IF ALL FIELDS ARE NOT FILLED IN

COMPANY NAME	<input type="text"/>	STAND NO.	<input type="text"/>
BILLING ADDRESS & POSTCODE	<input type="text"/>		
TELEPHONE	<input type="text"/>	FAX	<input type="text"/>
EMAIL	<input type="text"/>		

I AGREE IN PLACING THIS ORDER THAT I HAVE ACCEPTED MERIDIAN EXHIBITIONS LTD TERMS AND CONDITIONS OF CONTRACT

AUTHORISED SIGNATURE	<input type="text"/>	PRINT NAME	<input type="text"/>
DATE	<input type="text"/>		

#### PAYMENT POLICY

##### CHEQUE PAYMENTS

Cheques payable to "Meridian Exhibitions Ltd".

##### CARD PAYMENTS

Subject to a 2% surcharge. We reserve the right to add this to the final total. We will use this authorisation to charge your account for any additional orders.

**CCV numbers are destroyed once payment is made.**

##### PAYMENTS IN FOREIGN EXCHANGE

Payments are subject to an £8.00 surcharge.

#### BANK TRANSFER PAYMENT INFORMATION

HSBC BANK  
Account: MERIDIAN EXHIBITIONS LTD  
Sort Code: 40-21-05  
Account No: 91697013  
Swift Code / BIC: MIDLGB22  
IBAN No: GB38MIDL40210591697013

### CARD CHARGE AUTHORISATION

CARD NUMBER	<input type="text"/>	*CCV NUMBER	<input type="text"/>
START DATE	<input type="text"/>	END DATE	<input type="text"/>
AUTHORISED SIGNATURE	<input type="text"/>	PRINT NAME	<input type="text"/>

\*ALL CCV NUMBERS ARE DESTROYED ONCE PAYMENT HAS BEEN RECEIVED

TO COMPLY WITH PAYMENT CARD INDUSTRY DATA SECURITY, CREDIT CARD DETAILS NEED TO BE FAXED OR PHONED THROUGH TO THE OFFICE