

**PAYMENT
AUTHORIZATION
FORM**

ORDER DEADLINE: _____

Name of Show: _____

Company Name: _____

Booth # : _____

Address: _____

Contact Name: _____

Phone: _____ Fax: _____

E-mail: _____

You WILL be charged for damages to carpet/drape. Inspect your booth immediately and notify our on-site staff of pre-existing damages/concerns. You are responsible once show starts.

METHOD OF PAYMENT

_____ **Company Check**

Make payable to: Southwest Design & Display.

Must be drawn from a US bank, payable in US funds.

_____ **Credit Card**

For your convenience, this authorization allows us to charge your account for your advance orders, plus any additional charges incurred on site as a result of orders placed by your representative.

<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AM EXPRESS
Account #: _____ (PLEASE DOUBLE CHECK THE DIGITS!)
Expiration Date: _____
Name on Card: _____ (Please PRINT the name on the card)
Signature: _____ <i>Denotes acceptance of all terms and conditions in manual</i>
Your name , (if different from name on card)
Billing Address: _____

TOTALS: <i>Fill in the amount for each needed item</i>
Booth Rental: _____
Plant Rental: _____
Signage Costs: _____
Accessories: _____
Audio/Visual: _____
Freight/Handling: _____
Labor: _____
SUB-TOTAL: _____
9% Sales Tax: _____
GRAND TOTAL: _____

Mail or Fax completed form to:

Southwest Design & Display
601 W. 4th
N. Little Rock, AR 72114
501-376-7011 (f) 501-376-9114 (o)

A \$40 processing fee will be added for any declined card or returned check!



*revised: 09/2005
 excel: payment authorization form*