

# Full Logistics



We take care of the logistics details, so you can focus on the success of your event.

## Your business is our business

Mendelssohn Event Logistics offers a complete logistics package, from pick-up of your materials through shipping to your event destination. We look after transportation, customs clearance and broker security procedures, all from a single point of contact.

## We have you covered

With agents at every major customs port of entry along the U.S.-Canada border and other strategic locations, we have the people, technology and leading industry expertise that will help spell success for your event.

Consider the benefits you will enjoy by relying on Mendelssohn for your next conference, trade show or special event.

## We get it done

- Worldwide land, air and sea freight forwarding services.
- Highly competitive rates.
- All customs and shipping documentation provided.
- Expert, efficient customs clearance.
- 30 days warehouse storage in advance of the event.
- 24/7 on-site supervision by highly qualified staff.
- Full tracking, tracing, and rating capabilities.
- Cargo insurance optional.
- One point of contact to meet your customs and transportation needs.

## Full Logistics

Customs clearance

Transportation services

Special event solutions

Mendelssohn Event Logistics  
40 University Ave., Suite 400  
Toronto, ON Canada M5J 1T1

416-863-9339  
Fax 416-863-5149  
1-800-665-4628  
www.mend.com

# **MENDELSSOHN** EVENT LOGISTICS

## **CUSTOMS CLEARANCE**

The service of a customs brokerage firm is strongly recommended for all shipments originating outside of Canada. This will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation resulting in these same materials arriving too late or not at all.

**Mendelssohn Event Logistics (Formerly Livingston Event Logistics)** has been appointed as the official customs broker for **Toronto's Ultimate Travel Show** to be held at the **Metro Toronto Convention Centre, January 28<sup>th</sup> & 29<sup>th</sup>, 2012**. Mendelssohn Event Logistics staff will be on-site from the first move-in day to the last move-out day and assist exhibitors with their entry/import and return/export of goods.

Mendelssohn Event Logistics will post the required bonds and securities with Canada Customs; clear your materials through Canadian Customs; prepare export documentation and bills of lading; and arrange customs clearance return for ground/air freight.

Prior to shipping, the **Order Form** and **Canada Customs Invoice** should be completed and faxed to Mendelssohn Event Logistics (Attn: Michele Odhoch or Heather James, Fax: 416-591-8589). Three copies must accompany the shipment.

Exhibitors using their own broker will have to arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

### **Private Vehicles (PV)**

With the introduction of AECI (Advance Electronic Cargo Information) on the U.S. side of the border, PAPS (Pre-Arrival Processing System) and ACE (Automated Commercial Environment) have become mandatory for most highway shipments entering the U.S. This program requires that all carriers/PV with commercial goods must fax shipment and driver information to the Customs Broker at least 3 hours prior to their arrival at the border. The Customs Broker must then submit the shipment information, in the proper format, to CBP at least 1 hour prior to the carrier/PV arrival. Carriers who fail to meet AECI / PAPS / ACE requirements are subject to penalties. **Carrier/PV penalties are set at \$5,000.00 USD for the first infraction, and \$10,000.00 USD for each infraction thereafter.**

If you plan to drive to the show with your goods, please contact Mendelssohn Event Logistics at once for further instructions!

***For further information, please contact your event co-ordinator:***

**Heather James, Event Coordinator**  
Mendelssohn Event Logistics  
40 University Ave., Suite 400  
Toronto, ON M5J 1T1 CANADA  
Bus: 416-585-8227 Toll: 800-665-4628  
Fax: 416-591-8589 Cell: 416-561-7779  
Email: [hjames@mend.com](mailto:hjames@mend.com)

**Michele Odhoch, Event Coordinator**  
Mendelssohn Event Logistics  
40 University Ave., Suite 400  
Toronto, ON M5J 1T1 CANADA  
Bus: 416-585-8227 Toll: 800-665-4628  
Fax: 416-591-8589 Cell: 647-272-1506  
Email: [modhoch@mend.com](mailto:modhoch@mend.com)

# Order Form

Customs Services



The original of this form must be completed to ensure Customs Clearance.  
Please accept this as your authority for Customs Clearance Services.

We wish to use Mendelssohn Event Logistics services for:

Customs Clearance Only

## Section 1 Exhibitor and Shipment Information

Exhibitor / Company Name: ABC Distributing Company

U.S. Tax # or U.S. IRS Identification: 10-9999999

Event Name: International Computing Event

Facility Name: Event Facility Event Date/s: Apr 14/07 - Apr 17/07 Booth #: 234

Shipment Date: Apr 3/07 From (City, State): Chicago, IL Carrier Name: Mendelssohn Event Logistics

It Consists Of (# of Cartons, etc.): 11 Weight: 300  lbs  kgs

Rep At The Event: Joe Smith E-Mail: jsmith@domain.com Cell Phone Number: 416-555-1234

Please do not ship via post or parcel courier – we will not be responsible for timely delivery

## Section 2 Return Shipment Consignment Information

Company Name: ABC Distributing Company

Address: 125 Elm Street

City: Chicago Province / State: IL Postal/Zip: 66666-6666

Name: Sandy Smith Tel: 708-555-1212 Fax: 708-555-2222

Ship Via:  Common Carrier  Our Company Vehicle  Van Line Service  Air Freight Service

## Section 3 Terms of Payment and Security Deposit (Must be completed)

Credit Card Information must be completed

Charge to:  Visa  MasterCard  American Express

Cardholder Name: Joe Smith Title: Accounting Manager

Card Account Number: 123456789012 Expiry Date: 12/09

Cardholder's Signature: Joe Smith

I hereby authorize the use of this credit card for payment of services relative to this order form.

Alternative methods of payment are bank wire transfer or pre-payment on credit card (Receipt 10 days prior to event).

\*\*NOTE: A 2% administrative fee (minimum \$25.00) will be charged for all credit card declines.

## Section 4 Invoicing/Statement Information

Company Name: ABC Distributing Company

Address: 125 Elm Street

City: Chicago Province/State: IL Postal/Zip: 66666-6666

Name: Joe Smith Tel: 708-555-1200 Fax: 708-555-1201

This document was completed by (Please print full name): Joe Smith

Title: Accounting Manager Date: March 14, 2007

# Order Form

Customs Services



The original of this form must be completed to ensure Customs Clearance.  
Please accept this as your authority for Customs Clearance Services.

We wish to use Mendelssohn Event Logistics services for: (please check one)

Customs Clearance Only

## Section 1 Exhibitor and Shipment Information

Exhibitor / Company Name:

U.S. Tax # or U.S. IRS Identification:

Event Name:

Facility Name:

Event Date/s:

Booth #:

Shipment Date:

From (City, State):

Carrier Name:

It Consists Of (# of Cartons, etc.):

Weight:

lbs

kgs

Rep At The Event:

E-Mail:

Cell Phone Number:

**Please do not ship via post or parcel courier – we will not be responsible for timely delivery**

## Section 2 Return Shipment Consignment Information

Company Name:

Address:

City:

Province / State:

Postal/Zip:

Name:

Tel:

Fax:

Ship Via:

Common Carrier

Our Company Vehicle

Van Line Service

Air Freight Service

## Section 3 Terms of Payment and Security Deposit (Must be completed)

**Credit Card Information must be completed**

Charge to:

Visa

MasterCard

American Express

Cardholder Name:

Title:

Card Account Number:

Expiry Date:

Cardholder's Signature: \_\_\_\_\_

I hereby authorize the use of this credit card for payment of services relative to this order form.

Alternative methods of payment are bank wire transfer or pre-payment on credit card (Receipt 10 days prior to event).

**\*\*NOTE: A 2% administrative fee (minimum \$25.00) will be charged for all credit card declines.**

## Section 4 Invoicing/Statement Information

Company Name:

Address:

City:

Province/State:

Postal/Zip:

Name:

Tel:

Fax:

This document was completed by (Please print full name):

Title:

Date:



**CANADA CUSTOMS INVOICE / FACTURE DES DOUANNES CANADIENNES**

<p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p> <p><b>ABC Distributing Company</b>  <b>125 Elm Street</b>  <b>Chicago, IL</b>  <b>66666-6666</b></p>	<p>2 Date of Direct Shipment to Canada / Date d'expédition directe vers le Canada  <b>4/3/2007</b></p> <p>3 Other References (Include Purchaser's Order No.) / Autres références (inclure le no de commande de l'acheteur)  <b>10-9999999</b></p>
<p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p><b>ABC Distributing Company / Booth 234</b>  <b>International Computing Event</b>  <b>c/o Event Facility</b>  <b>100 Anywhere Street</b>  <b>Toronto, ON</b>  <b>M7W 2P6</b></p>	<p>5 Purchaser's Name and Address (if other than Consignee) / Nom et Adresse de l'acheteur (s'il diffère du destinataire)  <b>No sale involved</b></p> <p>6 Country of Transshipment / Pays de transbordement  <b>N/A</b></p>
<p>VII. 1 Is this a related company transaction? / Est-ce que les compagnies sont liées entre elles?  <b>YES <input type="checkbox"/> OUI                      NO <input checked="" type="checkbox"/> NON</b></p>	<p>7 Country of Origin of Goods / Pays d'origine des marchandises  <b>USA</b></p> <p style="font-size: small;">If shipment includes goods of different origins, enter origins against items in field 12. / Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.</p> <p>9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) / Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)  <b>No sale involved</b></p>
<p>8 Transportation: Give Mode and Place of Direct Shipment to Canada / Transport: Préciser mode et lieu d'expédition directe vers le Canada  <b>Mendelssohn Event Logistics, Chicago, IL</b></p>	<p>10 Currency of Settlement / Devises du paiement  <b>USD</b></p>

11 No. of Pkgs. / Nbre. De Coils	12 Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality) / Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) / Quantité (Préciser l'unité)	14 Unit Price / Prix Unitaire	15 Total
2 pcs	Wooden Crates - Display Booth (backwalls, lights, graphics, carpets)	1	\$5000.00	\$5000.00
2 pcs	Cartons - Advertising Brochures / Catalogs / Technical Literature	1000	\$0.10	\$100.00
1 pc	Carton - Plastic Key Chains	50	\$0.50	\$25.00
1 pc	Carton - Books	50	\$1.00	\$50.00
3 pcs	Crates - Computers	3	\$1000.00	\$1000.00
2 pcs	Crates - Computer Monitors	2	\$500.00	\$1000.00

<p>XI.1 Total Number of Pieces / Nombre total de pièces <b>11</b></p>	<p>16 Total Weight / Poids total</p>	<p>17 Invoice Total / Total de la facture  <b>\$7,175.00</b></p>
<p>18 If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/></p>		<p>Net / Gross / Brut  <b>N/A / 300 lbs</b></p>

<p>19 Exporter's Name and Address (if other than Vendor) / Nom et adresse de l'exportateur (s'il diffère du vendeur)</p> <p>Name: _____          Tel: _____          Fax: _____</p>	<p>20 Originator (Name and Address) / Expéditeur d'origine (Nome et adresse)</p> <p><b>ABC Distributing Company</b> Name: <b>Joe Smith</b>  <b>125 Elm Street</b> Tel: <b>708-555-1212</b>  <b>Chicago, IL</b> Fax: <b>708-555-1201</b>  <b>66666-6666</b></p>
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<p>21 Departmental Ruling (if applicable) / Décision ministérielle (s'il y a lieu) <b>N/A</b></p>	<p>22 If fields 23 to 25 are not applicable, check this box / Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/></p>	
23	24	25



**CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES**

<p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p>	<p>2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada</p> <p>3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)</p>
<p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p>	<p>5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) <b>No sale involved</b></p> <p>6 Country of Transshipment / Pays de transbordement <b>N/A</b></p> <p>7 Country of Origin of Goods Pays d'origine des marchandises</p> <p style="font-size: small;">If shipment includes goods of different origins, enter origins against items in field 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.</p>
<p>VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>YES <input type="checkbox"/> OUI                      NO <input checked="" type="checkbox"/> NON</p>	<p>9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.) <b>No sale involved</b></p>
<p>8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada</p>	<p>10 Currency of Settlement / Devises du paiement</p>

11 No. of Pkgs. Nbre. De Collis	12 Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality) Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Replacement Value Valeur de Remplacement	
			14 Unit Price Prix Unitaire	15 Total

<p>XI.1 Total Number of Pieces / Nombre total de pièces</p>		
<p>18 If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/></p>	<p>16 Total Weight / Poids total</p> <p>Net <b>N/A</b></p> <p>Gross / Brut</p>	<p>17 Invoice Total Total de la facture</p>

<p>19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)</p> <p style="text-align: center;">Name: Tel: Fax:</p>	<p>20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse)</p> <p style="text-align: center;">Name: Tel: Fax:</p>
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<p>21 Departmental Ruling (if applicable) Décision ministérielle (s'il y a lieu)      <b>N/A</b></p>	<p>22 If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case      <input checked="" type="checkbox"/></p>	
23	24	25

## Shipping Information

In order to facilitate the most efficient and cost effective service possible, **Mendelssohn Event Logistics (Formerly Livingston Event Logistics)** has been appointed the official transportation carrier to handle exhibit shipments for **Toronto's Ultimate Travel Show** to be held at the **Metro Toronto Convention Centre, January 28 & 29, 2012**. It is not compulsory for exhibitors to use Mendelssohn Event Logistics, but we strongly advise and recommend that you do. This service will not only include free advance warehouse storage for up to 30 days but will also facilitate only one invoice for both your customs and transportation requirements.

To obtain a transportation quote, simply complete the enclosed **Shipment Order Form** and fax to our Transportation Department at Fax: 416-863-5149. All transportation quotes are issued in writing as this allows you to know the cost ahead of time. You then have the option to accept or reject the quotation. If accepted, please sign the quotation form authorizing the rate and fax it back to the transportation co-ordinator that has issued the quote. At that point, the shipment is scheduled for pick-up.

## ADVANCE WAREHOUSE & SHIPPING LABELS

As the **Metro Toronto Convention Centre** will not accept shipments prior to **January 27<sup>th</sup>, 2012**, all advance shipments (Domestic & International) are to be consigned to the Advance Warehouse as follows:

<b>Warehouse Shipping Address (accepted before January 23<sup>rd</sup>, 2012)</b>	<b>Show Site Shipping Address (accepted on January 27<sup>th</sup>, 2012)</b>
Company Name / Booth Number <b>Toronto's Ultimate Travel Show</b> c/o ABF / Mendelssohn Event Logistics 15 Strathearn Avenue Brampton, ON L6T 4P1	Company Name / Booth Number <b>Toronto's Ultimate Travel Show</b> c/o Metro Toronto Convention Centre 255 Front St. West Toronto, ON M5V 2W6

\*\*\* If you require advance receiving, complete the Advance Warehouse Form and fax to 416-863-5149 \*\*\*

## PRIVATE MOVEMENT OF EXHIBIT MATERIALS

As there are specific regulations for exhibitors using their own trucks or methods of transportation other than common carrier, exhibitors should advise the Official Customs Broker well in advance of their bonded freight's expected arrival.

## GENERAL SHIPPING INFORMATION

Plan to use two labels on each case and mark your booth number plainly with crayon, ink, brush, or stencil. The person in charge of installing your exhibit should know **How** and **When** shipments were made in case they become lost. Memoranda of shipping details in their possession will save valuable time.

*For further information, please contact:*

**Heather James, Event Coordinator**  
Mendelssohn Event Logistics  
40 University Ave., Suite 400  
Toronto, ON M5J 1T1 CANADA  
Bus: 416-585-8227 Toll: 800-665-4628  
Fax: 416-591-8589 Cell: 416-561-7779  
Email: [hjames@mend.com](mailto:hjames@mend.com)

**Michele Odhoch, Event Coordinator**  
Mendelssohn Event Logistics  
40 University Ave., Suite 400  
Toronto, ON M5J 1T1 CANADA  
Bus: 416-585-8227 Toll: 800-665-4628  
Fax: 416-591-8589 Cell: 647-272-1506  
Email: [modhoch@mend.com](mailto:modhoch@mend.com)

# Shipment Order Form

Customs and  
Transportation Services

Tel: (416)863-9339  
Toll Free: (800)665-4628  
Fax: (416)863-5149

# MENDELSSOHN EVENT LOGISTICS

To obtain a quotation for Mendelssohn Event Logistics Transportation Services, please complete this form and fax to (416)863-5149.

## Section 1 Pick-Up Information

Shipper: ABC Distributing Company

Address: 125 Elm Street

City: Chicago

State: IL

Zip: 66666

Contact: Joe Smith

Tel: 708-555-1212

Fax: 708-555-2222

Hours of Operation: 9:00 am - 5:00 pm Dock:  Yes  No

Lift Gate Required:  Yes  No

Inside Pick-Up:  Yes  No Pick-Up Date: April 3/07

To Arrive By: April 9/07

## Section 2 Freight Information

COMMODITY: Exhibit Related Articles

# of Pieces	Box/Crate/etc.		Length	Width	Height		Per Piece
7	Crates	@ Dimensions Each:	22	13	18	@ Weight Each:	27 lbs
4	Cartons	@ Dimensions Each:	12	12	12	@ Weight Each:	28 lbs
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	

Total Weight: 301 lbs

## Section 3 Event Information

Event Name: International Computing Event

Event Location: Event Facility

Consignee / Exhibitor Name: ABC Distributing Company

Booth #: 234

Address: 100 Anywhere Street

Toronto, ON

M7W 2P6

- Upon receipt of this completed form, Mendelssohn Event Logistics Transportation Services will issue a quotation based on the information provided.
- In order to book your pick-up, the quotation must be signed and faxed back to (416)863-5149.
- All quotations provided by Mendelssohn Event Logistics Transportation Services are for Transportation ONLY and DO NOT include Customs Brokerage Charges.
- To receive a quotation for Customs Brokerage Charges and/or Cargo Insurance, a Canada Customs Invoice/Commercial Invoice must be provided.

# Shipment Order Form

Customs and  
Transportation Services  
Tel: (416)863-9339  
Toll Free: (800)665-4628  
Fax: (416)863-5149

# MEDELSSOHN EVENT LOGISTICS

To obtain a quotation for Mendelssohn Event Logistics Transportation Services, please complete this form and fax to (416)863-5149.

## Section 1 Pick-Up Information

Shipper: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
Hours of Operation: \_\_\_\_\_ Dock:  Yes  No Lift Gate Required:  Yes  No  
Inside Pick-Up:  Yes  No Pick-Up Date: \_\_\_\_\_ To Arrive By: \_\_\_\_\_

## Section 2 Freight Information

COMMODITY: Exhibit Related Articles

# of Pieces	Box/Crate/etc.	Length	Width	Height	Per Piece
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:

Total Weight:

## Section 3 Event Information

Event Name: \_\_\_\_\_  
Event Location: \_\_\_\_\_  
Consignee / Exhibitor Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Upon receipt of this completed form, Mendelssohn Event Logistics Transportation Services will issue a quotation based on the information provided.
- In order to book your pick-up, the quotation must be signed and faxed back to (416)863-5149.
- All quotations provided by Mendelssohn Event Logistics Transportation Services are for Transportation ONLY and DO NOT include Customs Brokerage Charges.
- To receive a quotation for Customs Brokerage Charges and/or Cargo Insurance, a Canada Customs Invoice/Commercial Invoice must be provided.

**All exhibitors intending to ship to the advance warehouse must complete this form.**

Event Name: \_\_\_\_\_

Facility Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Exhibitor: \_\_\_\_\_

Shipper: \_\_\_\_\_

Address: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Shipped via (Carrier Name): \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

# of Pieces	Box/Crate etc.	Dimensions			Per Piece
		@ Dimensions Each:			@ Weight Each:
		@ Dimensions Each:			@ Weight Each:
		@ Dimensions Each:			@ Weight Each:
		@ Dimensions Each:			@ Weight Each:
		@ Dimensions Each:			@ Weight Each:
		@ Dimensions Each:			@ Weight Each:
		@ Dimensions Each:			@ Weight Each:
		@ Dimensions Each:			@ Weight Each:
		@ Dimensions Each:			@ Weight Each:

Total # of Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_

**Credit card information must be complete.**

Charge to:  Visa  MasterCard  American Express

Cardholder Name: \_\_\_\_\_ Title: \_\_\_\_\_

Card Account Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

I hereby authorize the use of this card for payment of services relative to this order form.