

**FORM A – SERVICE REQUEST FORM**

Service request form <u>DEADLINE: 30 September 2018</u>		HIMSS RIYADH 2018 10 & 11 October	
Company Name :		Stand number :	
Contact person :		Tel :	
Fax :		Email	
Billing address :			

Return to:

Marcom Arabia

P.O. Box 19103

Riyadh 11435

Kingdom of Saudi Arabia

Contact Name: Daniel Woldemariam**Tel: +966 (11) 2002722 Ext.. 135****Fax: +966 (1) 2002721****Mobile: +966500106217****Email: daniel@marcomarabia.net**

Please retain a copy and return to the email above by 30 September 2018 Any orders received after this date will incur a surcharge.
Please complete the information in BLOCK CAPITALS.

Services list					
Code	Item	Aspects	Unit price USD	Quantity	Total
P354	Rollup	H200XW.85	60.5		
P376	Rollup	H200XW1.2	80		
P380	Pop up	H 300 X W300	1240		
P388	Full Stand Branding on shell scheme wall	2x2m Stand	400		
P389	Full Stand Branding on shell scheme wall	3x3m Stand	800		
P390	Full Stand Branding on shell scheme wall	6x3m Stand	1500		
E400	LCD	42 "	360		
E402	LCD	55"	600		
E412	Stand for the LCD	1.2 M high	126		
E401	LCD	32"	262		
E436	Laptop (Per day)		180		
E448	Power extension	3m	25		
C460	HDMI cable	2m	18		
C482	VGA cable	2m	13		
P120	Magazine Rack		50		
P123	Power socket (110 -220)V		20		
Total Cost					

FURNITURE LIST

		US\$			US\$
LC-A1 Lounge Chair Single, Blue Fabric		80	UC-B2 Lounge Chair Single, Fabric		55
LC-A3 Lounge Chair Single, Fabric		70	UC-D Upright Chair Single Plastic		26
LC-A4 Lounge Chair Single, White Leather		87	UC-E Upright Chair Single Leather White		35
UC-A1 Upright Chair Single, Plastic, White		23	BT-D Bistro Table 110cm High Leather White		93
UC-A2 Upright Chair Single, Plastic, Black		23	BT-E Bistro Table 110cm High Leather Grey		93
UC-B Upright Chair Single, Wooden, White		58	BS-B Barstool Single, Leather/Chrome Black		51
UC-B1 Upright Chair Single, Leather, Grey		35	BS-B1 Barstool Single, Leather/Chrome White		51

BS-B3 Barstool Single, Leather White		55	WT-A Writing Table 75cm High Natural Wood		46.5
BS-B4 Barstool Single, Leather Black		55	WT-C1 Writing Table Cross Legs Clear Glass/Chrome 75cm High		70
BS-B5 Barstool Single, Leather White		55	WT-C2 Writing Table Cross Legs Clear Glass/Chrome 75cm High		81
BS-A Barstool Single, Leather, White		52	CT-C Coffee Table Clear Glass /Chrome		52
BS-A1 Barstool Single, Plastic, White		41	CT-C1 Coffee Table 45cm Clear Glass /Chrome		52
BS-A2 Barstool Single, Leather White		52	CT-D2 Coffee Table 50cm High Clear Glass/Chrome		87
BS-A3 Barstool Single, Leather Black		52	CT-D3 Coffee Table 50cm High Clear Glass/Chrome		52
BS-A4 Barstool Single, Leather Black		58	CT-D4 Coffee Table 1100x600x450mm Tinted Glass		133

PL-70 Plinth, (LxWxH) 50x50x70 HPL Panels, White		35	Ref Refrigerator		116
PL-50 Plinth, (LxWxH) 50x50x50 HPL Panels, White		35	WD Water Dispenser (hot & cold)		151
BN-Sys. Bench (LxWxH) 100x50x90 HPL Panels, White		58			
LC-Sys. Lockable Cabinet (LxWxH) 100x50x90 HPL Panels, White		58	FL-A Flood Light		55.5
PL-90 Plinth, (LxWxH) 50x50x90 HPL Panels, White		55	TL-A Track Lights w/ 3 spots 3m & 2m		87
LGS-Sys. Low glass Showcase (LxWx(H1 +H2) 100x50x(45+45) HPL Panels/Glass, White		111	HQI-A		82
HGS-Sys. High Glass Showcase Two Glass Shelves (LxWxH) 100x50x250 HPL Panels/Glass, White		232	HQI-B Flood Light		93
FS-Sys. White (LxW) 100x30 (Single)		12	AL-A Arm Light Short		70

Please fill the selected furniture from the above below:

Services list - FORM B – SERVICE REQUEST list			
Item	Unit price USD	Quantity	Total
Total Cost			

Terms and Conditions:

- ❖ Payment 100% along with the Payment Proof before the Event Day.
- ❖ Payment is accepted cash onsite during Setup. In case of short notice request or during the setup.
- ❖ Marcom to nominate one person to be the point of contact for the Coordination.
- ❖ Payment in full must accompany this order. Items will not be supplied if payment is not received in advance.

Terms and Conditions:

- ❖ Cancellation of order after the deadline date – 50% cancellation charge.
- ❖ Cancellation of order on event Day or Setup – 100% cancellation charge.

Payment must be transferred by:

Name: _____

Date: _____

Signature: _____

Designation: _____

Bank Account No. (US\$) : 004 – 015335 -080
Bank Account No.(SR) : 004 -- 015335 –001
Marcom IBAN number for SAR : SA02 4500 0000 0040 1533 5001
Marcom IBAN number for USD : SA03 4500 0000 0040 1533 5080
Beneficiary : Marketing Comprehensive Co.

Bank Name : Saudi British Bank
Bank Branch : Olaya Branch, Riyadh, Saudi Arabia
Swift Code : SABBSARI
Remark : Transfer Fees & other Charges Must Be On Your A/C

