



PO Box 4195 \* Sunland, CA 91041
Tel: (818) 352-8282 Fax: (818) 450-0326
www.sundecorating.com

EVENT OR SHOW: IHACI / HVAC EQUIPMENT SHOW DATE
COMPANY NAME BOOTH#
ADDRESS EMAIL:
CITY STATE ZIP
ORDERED BY PHONE FAX

CREDIT AND PAYMENT POLICIES

- 1. Payment must be received (14) days prior to show installation to receive discount rate. Checks and credit cards will be accepted for payment in advance.
2. The exhibiting firm is ultimately responsible for payment. There is no third party billing.
3. Credit cards or cash are the only method of payment accepted at show site. All charges must be settled prior to show closing.
4. No credits or adjustments will be made after the close of the show.
5. Any services not settled by the close of the show are subject to a 25% service charge.

FOR QUESTIONS REGARDING CREDIT PROCEDURES CONTACT OUR OFFICE AT THE ABOVE NUMBER.

CREDIT CARD CHARGE AUTHORIZATION

If you wish to charge the amount of your order(s) to your personal or corporate credit card account, just complete the information requested below and return this form with your order.

CHARGE TO: AMERICAN EXPRESS DISCOVER MASTER CARD OPTIMA VISA

ACCOUNT# EXP. DATE
Last 3 digit number on the back of your card or 4 digit number on front of Amex.

CARDHOLDERS NAME

COMPLETE BILLING ADDRESS

CARDHOLDER SIGNATURE

PLEASE NOTE: THIS AUTHORIZATION FORM MAY BE USED FOR ANY AND ALL SERVICES PROVIDED BY SUNRISE DECORATING COMPANY, INC.