

Email completed form to [courtney@commcopro.com](mailto:courtney@commcopro.com).  
CommCo will call within 72 hours of receiving your order to process payment.  
If you do not receive a call within 72 hours, please call CommCo at 407-494-5587.

## BOARDROOM ORDER FORM

Questions? Call Courtney at 407-494-5587 or email: [courtney@commcopro.com](mailto:courtney@commcopro.com)

## SUPPLIER INFORMATION

|                   |                        |
|-------------------|------------------------|
| Company: _____    | On-site Contact: _____ |
| Address: _____    | On-site Cell #: _____  |
| City: _____       | State/Zip: _____       |
| Ordered By: _____ | Fax: _____             |
| Phone: _____      | Email: _____           |

| PRICING IS PER DAY                                  | Please call for items not listed on form. | Total Days | QTY | On or Before 3/28/18 | On or After 3/29/18 | TOTAL |
|---|---|------------|-----|----------------------|---------------------|-------|
| <b>LCD Monitors</b>                                 |   |            |     | 20% Discount         | Standard            |       |
| 24" Flat Panel Video and Data Monitor (16:9)        |   |            |     | \$120                | \$150               |       |
| 32" Flat Panel Video and Data Monitor (16:9)        |   |            |     | \$192                | \$240               |       |
| 40" Flat Panel Video and Data Monitor (16:9)        |   |            |     | \$288                | \$360               |       |
| 46" Flat Panel Video and Data Monitor (16:9)        |   |            |     | \$360                | \$450               |       |
| 55" Flat Panel Video and Data Monitor (16:9)        |   |            |     | \$520                | \$650               |       |
| 60" Flat Panel Video and Data Monitor (16:9)        |   |            |     | \$576                | \$720               |       |
| Chrome Floor Stand w/Shelf (only for 32" or larger) |   |            |     | \$120                | \$150               |       |

## IMPORTANT INFORMATION

What source will your team be providing to connect with the monitor(s)? (Please indicate below)

Computer \_\_\_\_\_ DVD/Blu-Ray \_\_\_\_\_ Other (specify) \_\_\_\_\_

Please bring necessary adapters (dongles) for any computer or tablet that you intend to connect to monitor

## Computer/Video (17" LCD Monitor, Wired Mouse and Keyboard Included with Desktop Computer)

|   |  |  |  |       |       |  |
|---|--|--|--|-------|-------|--|
| Windows Desktop Computer – i7 Quad Core |  |  |  | \$300 | \$375 |  |
| Windows Laptop – i5 Quad Core           |  |  |  | \$260 | \$325 |  |
| iMac Dual Core Computer                 |  |  |  | \$300 | \$375 |  |
| Mac Mini – i7 Dual Core Computer        |  |  |  | \$192 | \$240 |  |
| Blu-Ray DVD Player                      |  |  |  | \$96  | \$120 |  |

## Audio

|  |                                 |  |  | 20% Discount | Standard |  |
|--|---------------------------------|--|--|--------------|----------|--|
| Wired Handheld Microphone                |                                 |  |  | \$36         | \$45     |  |
| Wireless Handheld Microphone             |                                 |  |  | \$144        | \$180    |  |
| Wireless Lavalier Microphone             |                                 |  |  | \$144        | \$180    |  |
| Wireless Headset Microphone              |                                 |  |  | \$168        | \$210    |  |
| 4 Channel Audio Mixer                    | Any Microphone Requires a Mixer |  |  | \$80         | \$100    |  |
| PC Audio Direct Box (For Computer Audio) |                                 |  |  | \$40         | \$50     |  |

Please call for specialty equipment and services not listed: 407-494-5587

Boardroom Total

## ONE-ON-ONE ORDER FORM

Questions? Call Courtney at 407-494-5587 or email: [courtney@commcopro.com](mailto:courtney@commcopro.com)

### SUPPLIER INFORMATION

Meeting Room Name: Ocean East and Sparkle East

Company: \_\_\_\_\_

On-site Contact: \_\_\_\_\_

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

On-site Cell #: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Ordered By: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Select One: 8am-10am 10am-Noon 1pm-3pm

**Customer Must Be Present To Receive Delivery**

| PRICING IS FOR LENGTH OF SHOW   | Please call for items not listed on form. | Total Days | QTY | On or Before 3/28/18 | On or After 3/29/18 | TOTAL |
|---|---|------------|-----|----------------------|---------------------|-------|
| <b>LCD Monitors</b>   |   |            |     | 20% Discount         | Standard            |       |
| 24" Flat Panel Video and Data Monitor (16:9)  |   |            |     | \$180                | \$225               |       |
| 32" Flat Panel Video and Data Monitor (16:9)  |   |            |     | \$288                | \$360               |       |
| 40" Flat Panel Video and Data Monitor (16:9)  |   |            |     | \$432                | \$540               |       |
| 46" Flat Panel Video and Data Monitor (16:9)  |   |            |     | \$540                | \$675               |       |
| 55" Flat Panel Video and Data Monitor (16:9)  |   |            |     | \$780                | \$975               |       |
| 60" Flat Panel Video and Data Monitor (16:9)  |   |            |     | \$864                | \$1080              |       |
| Chrome Floor Stand w/Shelf (only for 32" or larger)   |   |            |     | \$180                | \$225               |       |
| <b>IMPORTANT INFORMATION</b>  |   |            |     |                      |                     |       |
| What source will your team be providing to connect with the monitor(s)? (Please indicate below)                   |   |            |     |                      |                     |       |
| Computer _____ DVD/Blu-Ray _____ Other (specify) _____  |   |            |     |                      |                     |       |
| <b>Please bring necessary adapters (dongles) for any computer or tablet that you intend to connect to monitor</b> |   |            |     |                      |                     |       |
| <b>Computer/Video</b>   |   |            |     |                      |                     |       |
| Windows Desktop Computer – i7 Quad Core   |   |            |     | \$452                | \$565               |       |
| Windows Laptop – i5 Quad Core   |   |            |     | \$392                | \$490               |       |
| iMac Dual Core Computer   |   |            |     | \$452                | \$565               |       |
| Mac Mini – i7 Dual Core Computer  |   |            |     | \$288                | \$360               |       |
| Blu-Ray DVD Player  |   |            |     | \$144                | \$180               |       |
| <b>Audio</b>  |   |            |     | 20% Discount         | Standard            |       |
| Wired Handheld Microphone   |   |            |     | \$48                 | \$60                |       |
| Wireless Handheld Microphone  |   |            |     | \$160                | \$200               |       |
| Wireless Lavalier Microphone  |   |            |     | \$160                | \$200               |       |
| Wireless Headset Microphone   |   |            |     | \$200                | \$250               |       |
| 4 Channel Audio Mixer   | <b>Any Microphone Requires a Mixer</b>    |            |     | \$80                 | \$100               |       |
| PC Audio Direct Box (For Computer Audio)  |   |            |     | \$40                 | \$50                |       |
| Self Powered Speaker w/ Stand (Up to 10 People)   |   |            |     | \$96                 | \$120               |       |
| <b>Miscellaneous</b>  |   |            |     | 20% Discount         | Standard            |       |
| 1x4 VGA Distribution Amplifier  |   |            |     | \$60                 | \$75                |       |
| 1x4 HDMI Distribution Amplifier   |   |            |     | \$60                 | \$75                |       |
| HP LaserJet 4000 Series Black & White Printer   |   |            |     | \$240                | \$300               |       |
| Keyboard and Mouse – Wired  |   |            |     | \$24                 | \$30                |       |
| Keyboard and Mouse – Wireless   |   |            |     | \$32                 | \$40                |       |
| Computer Speakers   |   |            |     | \$24                 | \$30                |       |
| <b>ONE-ON-ONE Total</b>   |   |            |     |                      |                     |       |

## Method Of Payment Form

### Terms and Conditions

Within 72 hours of receiving your order form via email, CommCo will call you to process your payment. Once payment is processed, you will receive an email confirmation receipt.

Your card will be charged upon calling to place order.

CommCo will NOT deliver equipment to an unattended area. Client must sign for all equipment.

The prevailing sales tax rate at the time the customer's credit card is charged will be applied.

Please be advised that additional fees may apply to orders placed onsite, and availability may be limited.

### Cancellation Policy – All cancellations must be submitted in writing.

Cancellations received by CommCo on or after: 3/29/2018 are subject to a 50% charge of total order.

Cancellations received less than 24 hours or the day of scheduled delivery will be charged the full order amount.

**Tax Exempt Status:** If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held.

**Damage Waiver:** If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to CommCo's Equipment Loss and Damage Acknowledgement.

### PLEASE CALL TO PROCESS PAYMENT



I agree to the terms described in this document, including all cancellation charges.

Customer Name: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

**Please email this completed form to Courtney with CommCo Productions at [courtney@commcopro.com](mailto:courtney@commcopro.com). CommCo will call within 72 hours of receiving your order to process payment. If you do not receive a call within 72 hours, your order form was not received. Please call CommCo at 407-494-5587.**

Equipment Rental Total:

Damage Waiver  
4% of Rental Total:

Yes  No

7% Sales Tax Rental  
Total and Labor:

Grand Total: