

ORDER FORM INSTRUCTIONS:

- Complete Order Form below.
- Email completed form to courtney@commcopro.com.
- Within 72 hours of receiving your order form via email, CommCo will send you an email invoice that you can pay online.
- Once payment is processed, you will receive an email confirmation receipt.
- If you do not receive an email 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						
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 10/9/19	On or After 10/10/19	TOTAL
LCD Monitors						
				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

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 Details: Your equipment will be set up in your One-on-One Location on Sunday, October 20. 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 10/9/19	On or After 10/10/19	TOTAL
LCD Monitors				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	
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						
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	
Audio				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				\$80	\$100	
Any Microphone Requires a Mixer						
PC Audio Direct Box (For Computer Audio)				\$40	\$50	
Self Powered Speaker w/ Stand (Up to 10 People)				\$96	\$120	
Miscellaneous				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	
				ONE-ON-ONE Total		

Method Of Payment Form	
Terms and Conditions	
<p>Within 72 hours of receiving your order form via email, CommCo will send you an email invoice to pay for your order. Once payment is processed, you will receive an email confirmation receipt.</p> <p>Your card will be charged upon paying your invoice online.</p> <p>CommCo will NOT deliver equipment to an unattended area. Client must sign for all equipment.</p> <p>The prevailing sales tax rate at the time the customer's credit card is charged will be applied.</p> <p>Please be advised that additional fees may apply to orders placed onsite, and availability may be limited.</p>	
<p>Cancellation Policy – All cancellations must be submitted in writing.</p> <p>Cancellations received by CommCo on or after: 10/9/2019 are subject to a 50% charge of total order.</p> <p>Cancellations received less than 24 hours or the day of scheduled delivery will be charged the full order amount.</p>	
<p>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.</p> <p>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.</p>	
<p>Once Order Form is submitted to CommCo, an invoice will be emailed to you to Process Payment.</p> <div style="display: flex; justify-content: space-around; align-items: center;">     </div>	
<p>I agree to the terms described in this document, including all cancellation charges.</p> <p>Customer Name: _____</p> <p>Customer Signature: _____</p>	<p>Equipment Rental Total:</p>
	<p>Damage Waiver 4% of Rental Total: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p>7% Sales Tax Rental Total and Labor:</p>
	<p>Grand Total:</p>

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