

Electrical Request

Conventions Services Department
 Sheraton Atlanta Hotel
 165 Courtland St. NE, Atlanta, GA 30303
 Phone: 404-659-6500 Fax: 404-614-8208

Date:	Phone:	
Name:	Fax:	
Company:	Cell/Email:	
Conference Name:		
Event Name:	Event Date(s):	
Room Name:	Booth #	
Venue Contact:	Venue Contact Number:	
Event Contact:	Event Contact Number:	
Install Day:	Remove Date:	

Quantity	Description	Each	Extended
0	110V Circuit	\$65.00	\$0.00
0	20 AMP Circuit	\$75.00	\$0.00
0	100 AMP 3 phase	\$300.00	\$0.00
0	Power Distribution Box	\$45.00	\$0.00
0	200 AMP 3 phase	\$400.00	\$0.00
0	Power Distribution Box	\$45.00	\$0.00
0	Man Lift	\$225.00	\$0.00
0	Labor to Run (requires a min. of 3 months lead time)	\$45.00	\$0.00
0	Banners	\$50.00	\$0.00
	Subtotal:		\$0.00
	Service Charge	22.00%	\$0.00
	Subtotal:		\$0.00
	Tax:	8.00%	\$0.00
	Grand Total:		\$0.00

**In order to confirm this order, our office must receive all paperwork
 no later than 72 hours before installation.
 If the order is received less than 72 hours before delivery, a 20% late fee will be assessed.**

Payment Information

Date: _____

Company Name: _____

Check Number: _____

American Express Visa

Credit Card: Discover Diners

MasterCard

I hereby authorize you to charge the following credit card for the total amount due shown above.

Card Number: _____

Expiration Date: _____

Cardholder Name
(Print): _____

Authorized
Signature: _____

Invoice (Credit Approval Required)

P.O. # / Authorized Buyer

Payment Contact

Name: _____

Phone: _____

Fax: _____

Terms and Conditions:

Payment

- In order to guarantee installation, payment and all paperwork must be received no later than seventy-two (72) hours prior to the installation date, or subject to a late order fee of up to 20%.
- Payment must be made by credit card or company check drawn on a US bank.

Confidential

Prices

- The price on this quote is for the quantity ordered. It may not apply if quantities are changed. After confirmation of your quote any schedule changes will be subject to additional costs.

I hereby agree to the accuracy and terms of this order.

I am authorized to accept these terms and conditions for the Company named above: (Name of Co.)

Signature: _____ Date: _____

