# ILS LOGO Official Lifting and Handling Order Form

**Deadline date for return:**

**Friday 27th August 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | | |
| Invoice Address |  | | |
|  |  | | |
|  |  | Post code |  |
| Stand Name |  | Stand/ Hall No |  |
| Telephone No |  | **VAT No** |  |
| Email address |  | | |

|  |  |  |
| --- | --- | --- |
| **I agree to the terms and conditions of ILS** | Print name |  |

To view our Conditions of Trading please click [here](http://i-l-s.co.uk/terms-conditions/) or visit our website [www.i-l-s.co.uk](http://www.i-l-s.co.uk)

**Please indicate below your lifting and handling requirements for scheduling purposes:**

Forklift to offload from vehicle to stand  Forklift to reload from stand to vehicle

Exhibitor Product offloading/ reloading is included in the stand package charges

Handling of stand building material is chargeable as per tariff

|  |  |  |  |
| --- | --- | --- | --- |
| **QUANTITY** | **DESCRIPTION** | **L x W x H cms** | **WEIGHT KGS** |
|  |  | x       x |  |
|  |  | x       x |  |
|  |  | x       x |  |
|  |  | x       x |  |
|  |  | x       x |  |
|  |  | x       x |  |
|  |  |  |  |
|  | **\*Must be completed** | **\*Total value of goods** |  |
|  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Preferred Offload date | Must be agreed with ILS |  | Preferred Reload date | Must be agreed with ILS |  |

**Additional services if required: (Quotation upon request)**

UK Transport  Empty case storage  Overseas forwarding

Erection/ dismantling of exhibits  Unpacking/ repacking  Customs clearance

Stock delivery

Easy life service In  Out  (small shipments) On site courier reception In  Out

N.B. Charges are based on work carried out Monday - Friday from 0800 - 1800 hours. Work outside these hours incurs a 50% surcharge.

There is a minimum charge of £50.00. All prices are subject to VAT at the rate current at the time of invoicing

A full quotation/ pro-forma invoice for all services indicated will be supplied and pre-payment must be made prior to commencement of work.

Credit card details are required to guarantee booking for chargeable services.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Card number |  |  |  |  | |  |  | |  |  |  | |  |  | |  | |  |  | |  | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| Start date |  | | | | Expiry date | | |  | | | | Security Code | | | | |  | | |  | |  | |  |
| Name on the card |  | | | | | | | | | | | Debit | | |  | | Credit | | | | |  | | |

*If credit card details are included on this form please do not email, please fax or post, this is for the security of your credit card data.*

*Alternatively email your form and call us with your card details.*

**Please return completed form to address below:**

### John Lawson - International Lifting & Shipping

International House, Colonnade Point, Central Boulevard, Prologis Park, Coventry CV6 4BU

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*All business is undertaken subject to the current edition of our Conditions of Trading, copies of which are available upon request. These conditions contain provisions which limit and/or exclude our liability and should be read carefully. Without prejudice to the generality of those conditions, please note that in no circumstances will we accept responsibility for goods left unattended at any time, whether on a stand or in an open store or otherwise*

*(All stores deemed open unless expressly stated otherwise)*