



Lifting and Handling Order Form



Orders received after Friday 22nd September are subject to a 20% surcharge.
Orders received onsite are subject to a 25% surcharge

Please send all completed order forms to alison@l-t-d.co.uk or dom@l-t-d.co.uk

Company Details

Please complete in full

Stand Name		Invoice Address:	
Stand Number			
Contact Name			
Contact No		P/O Number	
Email:			
Vat No:			
Unload Date:		Reload Date	
Unload time:		Reload time:	

Services Required

Please tick the appropriate boxes

Service	Price	✓
Unloading to stand	£13.00 per 1cbm or 333kgs, minimum 3cbm per lift	<input type="checkbox"/>
Reloading to vehicle	£13.00 per 1cbm or 333kgs, minimum 3cbm per lift	<input type="checkbox"/>
Empty Case Storage	£35.00 per 1cbm (minimum 2cbm)	<input type="checkbox"/>
Accessible storage of stock	£60.00 per pallet space	<input type="checkbox"/>
Dedicated UK Transport	Quotation upon request	<input type="checkbox"/>
Overseas Shipping	Quotation upon request (cut off for requests Friday 26th August)	<input type="checkbox"/>
Onsite Courier Receiving of Parcels	£15 per item – non palletised items only	<input type="checkbox"/>
File fee	£35.00	<input checked="" type="checkbox"/>

These prices are based on work carried out between Mondays – Fridays 0800 – 1800 hours. Any work done outside these hours is subject to a 50% surcharge. These charges do not include the first evening of breakdown. There is a minimum Invoice charge of £60.00 + vat. All above charges are subject to the current rate of vat. Please be aware that we cannot take any responsibility for goods left in an open store/stand. All stores considered open unless otherwise stated.

Item Specifics

Please complete in full

Any additional items or additional services that are not ordered before the deadline will be treated as a late order and charged accordingly.

Quantity	Description	Dims L x W x H (cm)	Weight (kgs)
Total Value of Goods:	£		

Date:	Please be aware that LTD Associates cannot be held responsible for any goods left in an open store or stand. All stores considered open unless otherwise stated. By accepting a quotation, you are hereby agreeing to our terms and conditions. Copies available on request.
Signed/Initial:	

All business and transactions of whatever nature, be it as agent or principal, transacted strictly in accordance with our standard terms of trading that excludes or limits our liability which upon booking are binding and accepting without clause or amendment (copies available on request) LTD Associates Limited do not take any responsibility for any goods left on stands or in open stores. All stores considered open unless otherwise stated. LTD Associates Limited recommend that Exhibitors arrange Insurance for these reasons. Payment is required immediately upon receiving an Invoice. **Registered Office:** 19 Grovefield Crescent, Balsall Common CV77RE. Registered in England and Wales Company no: 8208494. Vat No: GB150593516.