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ADI TEAM CONGRESS 2025						Index E.C.	Index Use E.C.	
1st - 3rd MAY 2025							AC	
THE BRIGHTON CENTRE, BRIGHTO						PAYME	ENT	
FU	RNITUR	RE OR	RDEI	R FORM				
Stand No. Deadline Date - Monday 3						st Marc	h	
	Additional it	tems ar	e avai	able to order online - w	ww.Index	Groupfurni	ture.org	
Qty	Reference	Colour		Description		Price	Total	
						Sub Total		
	ww	w.Ind	exGr	oupfurniture.org		Vat 20%		
Company Name:						Total		
Addres	5:							
			Por	tcode:				
Telephone: Name:								
EU VAT	No:							
Email:								
		Please retu		n to the address below with full payment ceived after the deadline date will incur a		line date.		
				Please state colour preference where app	licable			
			You n	ust insure against loss or damage 5 times t	the hire cost.			
				Payment is due 14 days prior to deli	ivery			
		Ν	lo goods	will be supplied unless full paym	ent is received			
Ple	ase return	to:						

INDEX GROUP LTD Europa House, Meaford Way, London, SE20 8RA Telephone: 0800 085 9885 E-mail: furniture@indexgroup.org



Exhibition Name:			
	Stand Number:		
Company Name:			
Address:			
Country:	Postcode:		
Felephone:			
Contact Name:	EU VAT Number (if applicable):		
Email:	PO Number:		
PAYMENT POLICY	<b>CREDIT CARD CHARGE AUTHORISATION</b>		
Payment for services — Index Group Ltd requires full payment prior to the build up of the show.	<b>To be completed for Electrical orders only</b> A payment link for card payments will be sent for all other Index Group services		
Method of payment— Index Group Ltd accepts all major credit / debit cards and bank transfers. Purchase orders are not considered payment.	All information must be provided. Your order will not be processed if any information is missing.		
We require your payment authorisation to be completed and returned even if you are paying by bank transfer. You do not need to complete your card details unless you wish to pay by this method and are ordering electrics. Please tick the box below to indicate your preferred method of payment. <b>Bank Transfer</b> Debit Card (surcharge) Credit Card (surcharge) Card payment link to be sent (not available for electrical order payments) <b>Bank Transfer Payment Information:</b> Bank details will be provided on your invoice for BACS payments. Please include your invoice number in your payment reference. <b>Payment link for card payments</b> If you would like a payment link to be sent please confirm in the details above the email address this should be sent to.	Please note that there is a surcharge for Credit and American Express card transactions.   Please ensure this form is returned with all orders.   Debit Card (surcharge)   Credit Card (surcharge)   American Express (surcharge)   Card Number:   Expiry Date:   Jobet (Last 3 digits on signature strip)   Security Code (Last 3 digits on signature strip)   Start Date (if shown):   Issue Number (if shown):   Cardholders Name:   Cardholders billing address (If different to above):		
Cancellations/Refunds— Please note that refunds will not be made on cancellation of any non stock items. Any item ordered prior to and transported to the event is not eligible for a refund. I agree in placing this order that I have accepted the Terms & Conditions of the Index Group Ltd:	Post Code: Cardholders Signature: Date:/ Please note this form will be destroyed once payment has been processed/received.		
Signed: Print Name: Date:/	If you have any questions relating to any of the information on this form please contact us on: 0800 085 9885		

found on the bottom of the relevant order form.

