

ATLANTIC AUDIO VISUAL

Ship All Delta Freight To:

Atlantic Audio Visual
 50 Mundy Pond Road
 St. John's, NL A1E 1V1
 Tel: 739-6363 Fax: 709-739-6455
 Email: duanem@atlanticaudiovisual.com
 Warehouse Hours: 08:00-17:00 (Mon - Fri)

IMPORTANT: This form must be completely filled out to ensure prompt delivery of your shipment. Atlantic Audio Visual is not responsible for shipments with incomplete paperwork.

Client Information			
Company Name:		Event Name:	
Street:		Room:	
City:		Booth #:	
Prov./State:		Delivery Date Required	Time:
Postal/Zip:		Event Start Date:	Time:
Tel #:		Event End Date:	Time:
Fax #:		Contact On Site:	
Contact Name:		On Site Contact #:	
Email Address:			

Inbound Shipping Company Information (ie Fed Ex, Sameday, etc.)			
Shipper:		Shipping Date:	
Street:		Estimated Arrival date:	
City:		Waybill #	
Prov./State:		# of Pieces	
Postal/Zip:		# of Pallets	
Tel #:		Estimated weight	LBS. KGS
Fax #:			

Return Shipping Information			
Ship To:		Ship Via Air of Ground	
Street:		Required Arrival Date:	
City:		Waybill #	
Prov./State:		# of Pieces	
Postal/Zip:		# of Pallets	
Tel #:		Estimated weight	LBS. KGS
Fax #:		Important:	
Ship Via:		Client Account #	

Weight	INDIVIDUAL BOX OR PACKAGE (36"x36"x48" Max.)	<u>Extended Cost</u>
_____ LBS	\$38.00 CWT (Per 100 lbs) \$.38 per Lbs. (MINIMUM CHARGE \$20.00)	\$ _____
Weight	MULTIPLE BOXES OR PALLETS	<u>Extended Cost</u>
_____ LBS	\$50.00 CWT (Per 100 lbs) \$.50 per Lbs. (MINIMUM CHARGE \$75.00)	\$ _____

Method of Payment:	
Circle the applicable: Visa Mastercard Amex	
Credit Card Number: _____	Subtotal: _____
Expiration Date: _____	14% HST _____
Card Holder's Name: _____	Total: _____
Card Holder's Signature: _____	

Important:

- Fax or email this completed form to Atlantic Audio Visual (information shown above) before freight arrival.
- All freight must be shipped Atlantic Audio Visual (address shown above). The Hotel will refuse direct shipping to the Delta proper.
- Return freight is sent prepaid and must include Freight Carrier and Client Account #. Commercial invoices required for U.S. shipping.
- Freight will be accepted 15 days before event, warehousing fees will apply for earlier shipments.