

**ORDER FORM**  
**Network & Internet access**  
**Phone**  
**ICT Equipment**

**General information**

Network and internet access:

- Line installation
- RJ45 male Ethernet connector
- One private IP address per connection
- Technical support throughout your event

Telephone:

- Connection fee (dial 0 for an outside line)
- Technical support throughout your event

Equipment:

- All computers are installed with Windows XP in English, office 2007, Acrobat reader with Belgium «AZERTY» keyboard
- Possibility to have an English «QWERTY» keyboard only on request
- Possibility to have Windows 7 operating system, only on request
- Copiers and Printers included a package of 500 pages white paper and cartridge

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**ADVICE**

*Please fill in all the billing information (in capital letters), and sign this form to confirm the order.*

*\*By signing this, you agree with our general terms & conditions*

*No claims will be accepted after the exhibition. Please contact SQUARE in written before the end of the show.*

*All changes of invoice due to wrong information will cost 25€.*

**DOCUMENT TO RETURN TO:**

**SQUARE**  
Rue Ravenstein, 2  
B-1000 Brussels  
Belgium

Tel: +32 2 515 13 99  
Fax: +32 2 479 47 37

exhibitorbook@square-brussels.com

**ADVICE**

*Please add an oriented sketch and indicate the place where you want us to install the materials you like to order.*

**IMPORTANT**

**Delivery of late orders is not guaranteed. All orders received after 07/10/2011 will be increased by 20% and immediate payment will be asked.**

Stand : ..... Hall Nr: .....  
VAT Nr - ID TAX: .....  
Company Name: .....  
Billing Address: .....  
..... Postal Code: .....  
City: ..... Country: .....  
Tel.: ..... Fax.: .....  
Contact Person: .....  
E-Mail:.....  
Skype:.....

Description	Price	Qty	Total
<b>Network &amp; Internet access</b>			
<b>1 Wired Internet Connection</b>	<b>319€</b>		
<b>Additional connection</b>	<b>137€</b>		
<b>WI-FI (Expo Area)</b>	<b>550€</b>		
<b>Phone</b>			
<b>Analog Phone line + phone</b>	<b>374€</b>		
<b>Additional Analog line + phone</b>	<b>198€</b>		
<b>ISDN Line</b>	<b>528€</b>		
<b>Additional ISDN Line</b>	<b>330€</b>		
<b>ICT Equipment</b>			
<b>Laptop (Included Secure saver)</b>	<b>291€</b>		
<b>Option «QUERTY» Keyboard</b>	<b>10€</b>		
<b>Desktop +17inch</b>	<b>242€</b>		
<b>Printer A4 Laser NB-25ppm</b>	<b>308€</b>		
<b>Printer A4 Laser Color-16ppm-network</b>	<b>407€</b>		
<b>BW Copiers - 15ppm - A4</b>	<b>704€</b>		
<b>Color Copiers - 20ppm - A4</b>	<b>902€</b>		
<b>Fax (analog line included)</b>	<b>275€</b>		
<b>LCD Screen 17 inch</b>	<b>148€</b>		
<b>LCD Screen 19 inch</b>	<b>198€</b>		
<b>LCD Screen 21 inch</b>	<b>264€</b>		
<b>Remarque: For non Belgian VAT the VAT is only applicable if no n° VAT is provided</b>	<b>SUBTOTAL</b>		<b>€</b>
	<b>TVA 21 %</b>		<b>€</b>
	<b>TOTAL</b>		<b>€</b>

**For technical questions please contact: christophe.correa@square-brussels.com**

Payment upon receipt of the invoice

- Bank Transfer:  
GL events Belgium S.A.  
Chaussée de Vilvorde 158 - 1120 Brussels - Belgium  
Account NR: 191 0509232 45 Swift Code: CREG BE BB  
IBAN CODE: BE44 1910 5092 3245  
CBC Banque - Grand'Place 5 - B-1000 Brussels - Belgium
- Credit card (+2% administration costs):  
.....  
Security Code: ..... Amount: ..... Exp.date:

Date:

Signature:

Company's stamp:

