

# Order Form

Customs and  
Transportation Services

**Mendelssohn**  
LIVINGSTON

The original of this form must be completed to ensure Customs Clearance.  
Please accept this as your authority for Customs Clearance and / or Transportation Services.

We wish to use Mendelssohn's services for: (please check one)

- Customs Clearance and Transportation (Shipment Order Form Required)     Customs Clearance Only     Transportation Only (Shipment Order Form Required)

## Section 1 Exhibitor and Shipment Information

Exhibitor / Company Name: ABC Distributing Company

U.S. Tax # or U.S. IRS Identification: 10-9999999

Event Name: International Computing Event

Facility Name: Event Facility    Event Date/s: Apr 14, 99 - Apr 17, 99    Booth #: 234

Shipment Date: Apr 3, 99    From (City, State): Chicago, IL    Carrier Name: Mendelssohn

It Consists Of (# of Cartons, etc.): 11    Weight: 300     lbs     kgs

Rep At The Event: Joe Smith    Staying At (Hotel): Anywhere Place    Tel: 416-555-1234

Please do not ship via post or parcel courier – we will not be responsible for timely delivery

## Section 2 Return Shipment Consignment Information

Company Name: ABC Distributing Company

Address: 125 Elm Street

City: Chicago    Province / State: IL    Postal/Zip: 66666-6666

Name: Sandy Smith    Tel: 708-555-1212    Fax: 708-555-2222

Ship Via:     Common Carrier     Our Company Vehicle     Van Line Service     Air Freight Service

## Section 3 Terms of Payment and Security Deposit (Must be completed)

Credit Card Information must be completed

Charge to:     Visa     MasterCard     American Express

Cardholder Name: Joe Smith    Title: Accounting Manager

Card Account Number: 123456789012    Expiry Date: 12/99

Cardholder's Signature: Joe Smith

I hereby authorize the use of this credit card for payment of services relative to this order form.

Alternative methods of payment are bank wire transfer or pre-payment on credit card. (Receipt 10 days prior to event)

## Section 4 Invoicing/Statement Information

Company Name: ABC Distributing Company

Address: 125 Elm Street

City: Chicago    Province/State: IL    Postal/Zip: 66666-6666

Name: Joe Smith    Tel: 708-555-1200    Fax: 708-555-1201

This document was completed by (Please print full name): Joe Smith

Title: Accounting Manager    Date: March 14, 1999