

EIS

EXHIBIT INSTALLATION SPECIALISTS, INC.

625 North Governor Printz Boulevard, Suite 1, Essington, PA 19029 610-521-6200/Phone 610-521-8500/Fax

PAYMENT AUTHORIZATION FORM

It is the policy of Exhibit Installation Specialists, Inc. to establish a credit relationship with you. This is accomplished by providing us with a deposit of 50% of an estimate which will be formulated based on any drawings, photographs and/or former set up information you provide. EIS will invoice you promptly at the close of the show for the balance, which we ask that you pay within thirty (30) days of the date of invoice.

Payments may be handled in one of three ways:

1) **Credit Card:** Please complete the credit card information below and return no later than one week prior to the initial date of set up by EIS. If any final balance is not paid within thirty five (35) days of the date of invoice, this authorization allows EIS to charge the balance due to the credit card referenced below.

2) **Company Check:** Must be received and deposited no later than two weeks prior to the initial date of set up by EIS. Remit checks to:

Exhibit Installation Specialists, Inc. Attention: Barbara Rogers
625 North Governor Printz Boulevard, Suite 1, Essington, PA 19029

3) **Wire Transfer:** Must be received and confirmed no later than one week prior to the initial date of set up by EIS.

WIRE TRANSFER INFORMATION:

Bank Name: Wells Fargo, 420 Montgomery Avenue, San Francisco, CA 94104

Account #: 2100012528834

Routing #: Domestic: 121000248

International: SWIFT BIC WFBIUS6S

PLEASE NOTE: If the deposit is not received by the required date, the order will be voided and EIS will respectfully decline the work.

CREDIT CARD INFORMATION

Company Name: _____

Circle Card Type:

American Express

MasterCard

Visa

Card Number: _____ Expiration Date: _____

Signature: _____ Date: _____

3-Digit Security Code on back of card: _____

Cardholder Information:

Name: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____