

CLEANING SERVICES ORDER FORM

FOR QUESTIONS ON THIS FORM, PLEASE CONTACT YOUR EVENT MANAGER



EVENT INFORMATION

Event Name:		Date of Event:	Booth #:
Order Completed by:		Phone Number:	
Business Name:		On-Site Contact:	
Address:		On-Site Cell Phone:	
City:	State:	Zip:	On-Site Email:

SERVICES

CLEANING SERVICES <i>(Please only select one of the services listed below)</i>	# OF DAYS OF SERVICE	BOOTH SQ. FT. (L X W)	ADVANCE RATE (PER SQ. FT.) MORE THAN 14 DAYS NOTICE	STANDARD RATE (PER SQ. FT.) LESS THAN 14 DAYS NOTICE	TOTAL (# DAYS x SQ. FT. x RATE)
Initial Vacuum Only <i>(Prior to first show day only)</i>			\$.25	\$1.00	\$
Daily Vacuum <i>(Prior to each show day)</i>			\$1.00	\$2.00	\$
GRAND TOTAL					\$

PAYMENT INFORMATION

TO PAY BY CREDIT CARD: PLEASE COMPLETE THE INFORMATION BELOW AND SEND FORM TO WHAY@MGMSPRINGFIELD.COM OR FAX TO (413) 787-6645 IF YOU WOULD LIKE TO MAKE A CREDIT CARD PAYMENT OVER THE PHONE, PLEASE CALL (413) 271-3209		
TO PAY BY CHECK: MAKE CHECK PAYABLE TO MASSMUTUAL CENTER AND MAIL TO: MASSMUTUAL CENTER, 1277 MAIN STREET, SPRINGFIELD, MA 01103		
CREDIT CARD TYPE: <input type="checkbox"/> AMEX <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA		
Credit Card Number:	Exp. Date:	Security Code:
Name on Card:		
Billing Address:		
City:	State:	Zip:
Authorized Signature:		Date:
<i>Signature Also Authorizes Any Unpaid Balances To Be Charged To This Credit Card</i>		