



50 Park Plaza at Arlington Street
 Tel: 617.457.2228 Fax: 617.350.8847
 Email: eglover@psav.com

Audio Visual Equipment & Services Order Form

Event/Show: _____

Customer: _____

Date of Event: _____

(start) (end)

Time: _____

(start) (end)

Location/Booth #: _____

Ordered By: _____

Phone: _____

E-mail Address: _____

On-site Contact: _____

Mobile: _____

PAYMENT INFORMATION

Card Type: _____

Card Number: _____

Expiration Date: _____

Name on Card: _____

Billing Address: _____

City, State, Zip: _____

Phone: _____

Signature: _____

Your signature indicates that you agree to the terms and conditions to the right.

Please note that all credit cards must be returned via Fax, not email

QTY	Visual Packages	Price
	30"/32" LCD Flat Panel Monitor with VHS/DVD Combo Unit	\$ 355.00
	Projector Package (With LCD, Tripod Screen & Cables)	\$ 565.00
	Client LCD Support Package (With Tripod Screen & Cables)	\$ 110.00
	Flipchart Package with Pad & Markers	\$ 65.00

QTY	Displays/Projection/Computers	Price
	17" LCD Flat Panel Monitor (Data only)	\$ 175.00
	20" LCD Flat Panel Monitor (Data only)	\$ 225.00
	30"/32" LCD Flat Panel Monitor (Video or Data)	\$ 275.00
	42" Plasma Monitor	\$ 450.00
	50" Plasma Monitor	\$ 650.00
	60" Plasma Monitor	\$ 800.00
	PC Laptop / Notebook / Desktop Computer	\$ 150.00
	Mac Laptop / Desktop Computer	Call for details
	Video Walls	Call for details

QTY	Audio Equipment	Price
	Wired Microphone	\$ 45.00
	Wireless Microphone (hand held or Lavalier)	\$ 160.00
	CD Player	\$ 75.00
	Sound System: (1) powered speaker (1) stand (1) 4-channel mixer	\$ 185.00

QTY	Miscellaneous Items	Price
	Wireless Remote Control (with built-in Laser Pointer)	\$ 50.00
	26" - 54" AV Cart	\$ 25.00
	VHS/DVD Combo Unit	\$ 80.00
	Printer	\$ 150.00
	Other Office Equipment	Call for details
	Internet Connections (Wired)	\$ 300.00
	Internet Connections (Wireless up to 4)	\$ 100.00
	Telephone Line- Long Distance charge at hotel rate	\$ 125.00

****The total amount of fees will be determined by Presentation Services.****
****Labor set & strike times, expendables, & special deliveries will be considered.****
****There is a 24% Service Charge and a 6.25% Sales Tax on all equipment rentals. ****
****Rental orders cancelled within 72 hours are subject to cancellation fees.****
****All prices listed are per room, per day. ****

Please call Eric Glover or Keith Moylan at the PSAV office for equipment you do not see listed or with any questions at 617.457.2228.

To place your order, please fax the form to 617.350.8847