



# Method of Payment & Terms

3DL DESIGN, INC.  
5511 95th Ave  
Kenosha, WI 53144  
262.842.0530  
262.842.0341 fax  
www.3dldesign.com

We appreciate doing business with you! For most services, we provide an estimate with payment terms listed on the estimate. Additional information and our policy regarding is listed below. This Payment Terms and Conditions agreement shall be governed by and construed in accordance with the laws of the state of Illinois.

## Terms & Conditions

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### Purchase Orders

Purchase orders are accepted, but not considered payment.

### Rental

Rental exhibits are for the duration of the show and shall remain property of 3DL DESIGN, INC. Rentals are for the exhibit properties only and do not include any services unless specified on the estimate.

### Cancellations

If services have already been provided at the time of cancellation, original charges will be applied. If a job can be cancelled, a minimum 25% will be assessed. Charges could be more depending on the status within the production cycle.

### Design Fees

Design fees are invoiced as per estimated amount on a signed quotation, or at \$120 per hour for design work requested but not estimated by 3DL Design, Inc.

### International Exhibitors

We require 100% pre-payment. Payment may be made by check in U.S. funds drawn on a U.S. bank, bank wire transfer or accepted credit card.

### Tax Exemption Status

If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customers.

### Unpaid Balances

Should there be any pre-approved unpaid balance after services have been rendered, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge of 25% accrued monthly.



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### Cash

Company Check  
(made payable to 3DL DESIGN, INC.)

Bank Transfers  
(to FIRST MIDWEST BANK)  
Wire transfer information will be emailed upon request.  
Please reference the Name of Show and Booth Number on all Bank Transfers so we may properly credit your account.

### Credit Card

Visa, Mastercard, American Express  
You may charge your credit card account for your order, however these charges may include freight-to-site and packing as applicable. Please provide us with the information requested below:

- Account Number
- Expiration Date
- Cardholder's Name
- Cardholder's Billing Address
- City/State/Zip
- Personal or Company Card



# Credit Card Authorization

3DL DESIGN, INC.  
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Name (as it appears on the credit card): \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

Credit Card Type: Mastercard \_\_\_\_\_ Visa \_\_\_\_\_ American Express \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV/CSC Code: \_\_\_\_\_

Billing Address Line 1: \_\_\_\_\_

Billing Address Line 2: \_\_\_\_\_

Authorized Amount: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

Approval Code: \_\_\_\_\_ Ref # \_\_\_\_\_ Cap# \_\_\_\_\_