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| C:\Users\faye.wardle\AppData\Local\Microsoft\Windows\INetCache\Content.Word\33953-HCC Logo Col RGB.jpg | **BRANDING Opportunities**  **order form** |

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| --- | --- | --- | --- |
| **Event Name** |  | | |
| **Company Name** |  | | |
| **Company Address** |  | | |
|  |  | | |
| **Postcode** |  | | |
| **Contact Name** |  | **Telephone Number** |  |
| **Email Address** |  | | |
| **Invoice Address** |  | | |
|  |  | | |
| **Purchase Order Number** |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference** | **Description** | **Quantity** | | **£ Per Item** | Amount |
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|  | | | | **Sub Total** |  |
| **VAT will be Charged at the Prevailing Rate** | | |  | **VAT** |  |
|  | | | | **Total** |  |

|  |
| --- |
| **INSTALLATION INSTRUCTIONS** |
| Please give any specific installation instructions here e.g. ordering of design options; |

Once completed, please return this form to [marketing@harrogteconventioncentre.co.uk](mailto:marketing@harrogteconventioncentre.co.uk)

Upon receipt of the form, you will receive a confirmation from Harrogate Convention Centre detailing payment and artwork deadlines

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed by HCC** | | | |
| **Staff** |  | **Confirmation Email** |  |
| **Job Code** |  | **Invoice Raised** |  |