



Phone: 1-718-784-6470 Fax: 1-718-784-6474

Email: shopmail@nycbir.com

33-20 37th Avenue, Long Island City, NY 11101

Thanks in advance for your time with this document. We need **ALL** of the requested information for our records regarding your upcoming event/tour. Please email/fax upon completion.

Upon confirmation of the job order, your credit card information can be faxed, phoned in, or provided on this document. We are equipped with a 100% secure server.

Please Note: no order will leave our shop without a credit card on file.

JOBSITE INFO:

If this a tour rental, we require a copy of your itinerary

JOBSITE NAME & ADDRESS: _____

CONTACT INFO: _____

JOBSITE CONTACT **CELL PHONE**/EMAIL: _____

DELIVERY DATE & TIME: _____

PICKUP DATE & TIME: _____

OUR TRUCK DELIVERED OR CUSTOMER PICKUP/RETURN: _____

LOCAL CREW, ELEVATOR, STEPS, GROUND FLOOR, ETC: _____

POTENTIAL PROBLEMS UNLOADING/LOADING: _____

ARTIST NAME, OR COMPANY INFO: _____

COMPANY NAME & ALL CONTACT INFO: _____

INVOICE INFO:

COMPANY NAME, & ADDRESS: _____

RESPONSIBLE PAYER NAME & ALL CONTACT INFO: _____

CREDIT CARD INFO:

CC TYPE: _____ NAME ON CARD: _____

CARD #: _____ SECURITY CODE: _____

EXP DATE: _____

BILLING ADDRESS: _____

Thanks again from everyone at BEST!