



Floor Covering Order Form

Human Built Ltd
Forward Park, Bagot Street, Unit 2B, Birmingham, West Midlands B4 7BA, GB
Company Number 00551336 VAT Number GB 708 8765 91
Tel: 0121 794 2769 Email: orders@wearehb.com Web: wearehumanbuilt.com



Show Information				Office use only
Show open date	Show close date	Show name	Venue	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Your Information			*Mandatory fields
*Company name <input type="text"/>			
*Contact name on stand <input type="text"/>	*Contact telephone number on stand <input type="text"/>	Contact email address on stand <input type="text"/>	
Hall number <input type="text"/>	Stand number <input type="text"/>	VAT number <input type="text"/>	
*Billing address <input type="text"/>		Address line 2 <input type="text"/>	
*Town/city <input type="text"/>	*Post code <input type="text"/>	*Country <input type="text"/>	

Please provide date and time for carpet if you wish to use your own flooring supplier

Date	Time
<input type="text"/>	<input type="text"/>

Item Code / Colour	Quantity (sqm)	Stand Size	Unit Price	Total

Please specify fitting preference Direct to hall floor Direct to platform

If an item you would like to order is not listed, or if you need some specialised advice, please get in touch with a member of our team for advice on 0121 794 2769 or email orders@wearehb.com.

Platforms can be ordered on the standfitting extras order form. Please consider ordering protective poly if you are ordering a lighter colour of carpet.

Subtotal	£
VAT (20%)	£
Total	£

Please complete and return form to orders@wearehb.com, you can expect an invoice with 3-5 working days. If you need advise or want to place your order over the phone and make payment with card please call 0121 794 2769. Payment must be made prior to going onsite or goods may be withheld.



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Payment Policy

Payment Terms And Conditions

View at:
https://wearehumanbuilt.com/terms_purchase

METHOD OF PAYMENT

Human Built accepts all major credit/debit cards.
Purchase orders are not considered payment.

ADJUSTMENTS AND CANCELLATIONS

No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for cancellation fees. All orders cancelled by the exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees.

- The whole invoice value must be paid no later than fifteen days prior to the show opening date.
- If paying by card, for your convenience, we will use this authorisation to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

If you have any questions regarding our payment policy, please call customer services on:

0121 794 2769.

How to Pay

Bank Transfer

Bank name: Barclays Bank Plc
Bank address: Snowhill Queensway,
Birmingham, B4 6GN.
Swift code: BARCGB22
Account no: 13373185
Sort code: 20-37-63

Bank transfers from overseas please quote the following:

IBAN BIC: BARCGB21
IBAN NO: GB83BARC20000043812995

Credit/Debit Cards

To pay for your order by credit/debit card please contact our customer services team to make a payment over the telephone.

☎ 0121 794 2769
🌐 www.wearehumanbuilt.com
✉ orders@wearehb.com



All mandatory information must be provided. Your order will not be processed if any information is missing. To view our full terms and conditions and privacy policy please consult our website wearehumanbuilt.com

Order Authorisation

*Mandatory fields

*Signature (only complete this section if paying by bank transfer):

*Date:

*Printed name

Secure your order today
Scan and return this form to us by email,
alternatively call us on 0121 794 2769

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