

Please fax to:
0049 511 51 51 23 23

Order Form | Staff 

 **Lorenzen**Promotion AG

Dieterichsstraße 6
30159 Hannover
Germany

This order has been arranged by Lorenzen Limited.

Company name
Address
City
Country
Phone
Fax
E-mail
Contact person

By sending this coupon, we would like to order from Lorenzen Promotion AG the following staff for the trade fair/event:

Name, date and place			
Number of persons:	Number of days:	Hall and booth number or exact position at event:	
starting from <input type="text"/> / <input type="text"/> / 2010	until <input type="text"/> / <input type="text"/> / 2010	daily starting-time <input type="text"/> : <input type="text"/>	daily finishing-time <input type="text"/> : <input type="text"/>

This is our top selection from the set cards that we have received:
(First and last name(s) of selected staff, in order of preference)

1	5
2	6
3	7
4	8

Fair/event tickets for staff (please tick)

We will post ticket(s) before the fair begins

We ask Lorenzen to buy and charge us ticket(s):

for the first day for the whole number of days

Terms of payment

Total in Euro:

- We pay by bank transfer before the trade fair starts.
 We pay with credit card (authorization form needed).
 We pay cash on the first day of the fair on our booth.

Lorenzen Promotion AG (LP) has a permission from the appropriate local office of the German Federal Employment Agency (Bundesagentur für Arbeit) to supply temporary workers. LP is responsible for all necessary reports to German tax authorities and social security institutions. | Prices include transportation, accommodation and all other cost that arises from the placement. | The customers of LP need to provide their staff with a valid ticket for each event. It is the responsibility of the customer to make sure that any permission that may be needed for a job is given. | Once a customer has sent this order form to LP – even if LP has not yet confirmed the order – cancellation is not possible, because LP makes binding contracts with the requested staff on the grounds of this order. | Customers will be charged for all booked hours, no matter whether or not they need their staff to work on the actual day of the job. Should the booked staff be required to work overtime, customers will be charged the additional hours by LP with regard to the time sheet which each member of staff is given for the customer to sign daily. | If a host(ess) chosen by a customer is not available, the customer may select an alternative host(ess), or decide to cancel without any cost. | Court of Jurisdiction for all claims with regard to this order is Hanover.

Stamp, date and signature

Please fax to:
0049 511 51 51 23 23

Credit Card Authorization Form



Dieterichsstraße 6
30159 Hannover
Germany

Company name
E-mail
Contact person

I hereby authorize Lorenzen Promotion AG or its subsidiaries to charge the credit card listed below for the total amount as agreed upon. The transaction will take place before the trade fair begins.

Name on Card:															
Address of Card Holder:															
Address of Card Holder (continued):															
Card Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiry Date (month/year):	<input type="text"/>	/	<input type="text"/>	Card Type (please tick)	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> American Express								

Signature of Card Holder: _____

All personal data will be kept strictly confidential and will be stored according to the Data Protection Directive. Further transactions that exceed the original amount will only be made after the card holder's approval. Your card will be debited with the total amount approximately two weeks before the begin of the trade fair. Please make sure your credit card has sufficient funds available in this period.

If you prefer, you can alternatively communicate your credit card data by telephone.