



EVENT ORDER

MAIL POINT 1, MARKET CITY

PHONE: 08 9456 9200

280 BANNISTER ROAD

FAX: 08 9456 9222

CANNING VALE W.A. 6155

EMAIL: reception@perthmarket.com.au

Company

Function Type

Contact

Company Account

Phone

Facimile

Email

Address

Account Address

Type	Time	Pax	Price
Arrival			
Commencement			
Morning Tea			
Lunch			
Afternoon Tea			
Conclusion			
Extra's			

EVENT NOTES:

ORGANISERS SIGNATURE

DATE:



EQUIPMENT AND PAYMENT INFORMATIONS SHEET

ROOM SET UP

Head Table	OHP
Board Room	Screen
Classroom	Electronic W/Board
U-Shape	Flip Chart
Registration Table	CD /DVD Player
Lecturn	Data Projector

Deposit/Bond \$	Date Paid
Total Owing \$	
Less Deposit \$	
Balance Owing \$	

Office use only:

Break down of costs.

Item	Income	Expenditure	Profit/Loss