



Castle Hill Farm, Castle Hill, Nunney, Somerset BA11 4NL
Tel. **Head Office 01373 836999**
Email **info@southwestmarquees.co.uk**
Web **www.southwestmarquees.co.uk**

Please note, we cannot confirm any orders until we receive this form

Any items with a red * must be filled to complete the form.

Client Details

Name*	Address*
	Postcode*
Contact Number*	Additional Contact Number
Email Address*	Additional Email Address

Venue Details

Tick here if same as invoice address

Venue Contact Name*	Venue Address*
	Postcode*
Venue Contact Number*	Additional Number
Venue Email Address*	Additional Email Address

Site Surface*

Grass Tarmac Concrete
Hard standing Patio
Other

Site Access*

Pedestrian Small pickup
4x4 Pickup Large van
Lorry (7.5 tonne) Artic Lorry

If pedestrian access only

Distance walk from vehicle:
Less than 10m 10m-20m
20m-30m More than 30m

Underground Services

Are there any services such as gas, water or electric under the site of the marquee?* **Y** **N**

Do you require us to scan the site for underground services? Charged at £50+vat.* **Y** **N**

If you do not take up this option you are fully responsible for any damage to underground services.

Has a site visit been carried out or have we previously worked at this site?* **Y** **N**

Overhead Obstructions

Will any part of the marquee or equipment pass under power lines?* **Y** **N**

If yes are they insulated? **Y** **N** Are there any natural obstructions such as trees?* **Y** **N**

Please see next page for quotation details



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Quotation Details

Quote Reference Number*

(Example 012345)

Date of function*

Any items to be changed from quote?

Notes or special instructions

Deposit

Amount of deposit to be paid at 20% of total £

This is the total quotation amount divided by 5

Method of payment: BACS Cheque Card

Please use your quote reference number on any BACS payments

Our **account number** is 02110350 **sort code** 09-01-50

I understand that the Balance is required to be paid in full via cleared funds at least 1 week prior to delivery*

Confirmation

I have read and accept Southwest Marquees Terms and Conditions*

Date*

Signature*

A 20% deposit and completed form is required to confirm your booking, on receipt of this we will send out your order confirmation.