



## EVENT ORDER FORM

Event Name: WSPID25

Event Date(s): 28-31 Oct 2025

Venue: BITEC

### Client Information:

Client/ Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

### SECTION A: MANPOWER REQUIREMENTS

| Role/Position | Quantity | Date(s)<br>Needed | Time<br>(From-To) | Total Hrs | Notes/Remarks |
|---------------|----------|-------------------|-------------------|-----------|---------------|
|---------------|----------|-------------------|-------------------|-----------|---------------|

**SECTION B: EVENT-RELATED SERVICES**

| Service Item | Quantity | Date(s)<br>Needed | Time<br>(From-To) | Location/Venue | Notes |
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**SECTION C: ADDITIONAL NOTES / REQUESTS (Client’s Side)**

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## Terms & Condition (Organizer's Side)

**1.** The deadline for your order and adjustment is on **25<sup>th</sup> Sept 2025**.

### **2. Order Confirmation & Payment Terms**

Once you have confirmed your order, payment must be made via bank transfer **in advance - 3 days after confirming your order**.

Bank Transfer Details:

Bank: Kasikorn Bank (Branch:0681)

Account Name: BIC EVENT Co.,Ltd

Account Number: 017-3-43174-0 (Saving Account)

SWIFT Code: KASITHBK

**Order will be processed once payment has been received.**

### **3. Contact Information**

Send your inquiries and orders to [info@bicevent.me](mailto:info@bicevent.me)

For quick response, feel free to reach us:

WhatsApp Number: +66 92 491 7126

## CONFIRMATION

Authorized by (Client): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received by (Event Organizer): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_