	Citadel	2022									
	34 91st Street, Suite B.		2023		PAGE	_, OF		COTERIE MA	GIC SOURCIN	G	
ı	Brooklyn, N.Y. 11209	PRIVAT	E GUARD	ORDER	Sito: IACO	R K IVIILE	NE	EW YORK.	* MA	GIC	
	Phone (212) 509-5570			RBOOTHS	<u>Site:</u> JACOB K JAVITS CONVENTION CENTER		SEPTEMBER 19-21, 2023				
i	Company Name:				Company #:			Client Mobile #:			
ı	Client Name:										
ı											
	Client Email:		Payment Method : On Site Contact (Nam			& Cell):					
	Security unarmed RATES Standard			DISCOUNT R	ATE DEADLINE FOR PROCESSED ORDERS			<u>Discounted</u>	Taxes: Citadel collects NY State tax on all invoices. If you are claiming resale status you may file an AU-11 with NY		
	Monday@12am to Friday@11:59pm \$34.29 /hour		Date: 09/12/2023	orders are deemed processed after the telephone of the confirmed by the Client. Invoicing is a			\$32.15 /hour				
ı	Saturday@12am to Sunday@11:59pm. *See terms below for Holidays rates \$51.43 /hour			the completed and signed order agreement confirmed the order details and method of			t form and has payment. \$48.22 /hour		State for a tax refund. PLEASE DO NOT SUBMIT PAYMENTS EXCLUDING NEW YORK STATE TAX.		
	Fulfillment on orders received after 09/12/2023 can not be guaranteed. Orders will be accepted on a case-by-case basis, only if personnel are available.										
	Brief description on function/role of guard(s) being requested.		uested.	Booth Location		ART		IISH	Ţ	SUB-TOTAL OF	
d	•				DATE	TIME	DATE	TIME	STAFF AMOUNT	HOURS	
4											
									 		
									-		
1											
	*Please note the payment methods terms below. If using								n us. The use of Quick E	3ook payment	
	system does not require credit card authorizing forms. You will receive payment confirmation via Quick Books that suffices as your proof of paid status. We do not issue PAID receipts with these payments, Scope of service: By hiring Citadel, the Client understands the use of Citadel staff are only limited to leased show space. Furthermore the ability to perform tasks beyond a visual presence/determent is subject to scheduling, amount of coverage, protocols and equipment provided or requested by Client. Citadel										
	is not responsible for any arrears nor subject to refund any amounts due for services on conditions based off improper scheduling, management, deployment, instructions, & equipment by the Client request. Be aware any posts located outside the show halls or outside a building may be subject to different policies. Minimums Shift times: The minimum hours per shift is 6 hours. Citadel retains the right to adjust assigned personnel in accordance to scheduling needs.										
	Maniformation Same United Street Information Hours, Cladder learning to adjust assigned personner in accordance to scrieduling needs. Breaks & Meals Relief: Client acknowledges that Citadel employees are provided mandatory breaks of one 15 minute break and one additional 15 minute break and teliefs are not covered, then the Client accepts there may be periods of interruption on coverage for which Citadel is not										
	responsible nor hold liable for limited coverage.	onsible nor hold liable for limited coverage. Dismissal / Additional time: Any time beyond the scheduled hours will be billed at 2 times the agreed upon rate in 1/2 hour increments. Any such charge(s) must be paid in full within 12 hours of original dismissal time which may be subject to late payment fees, and. Non payment of these charge(s)									
violates the terms of this agreement, and termination of services on remaining coverage may occur. Holidays: Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day and Day after, Christmas Day. New Year's Eve ("Double Time") and New Year's Day ("Double Time").											
N		ed made less than 24 hours notice will be provided at a rate 1.5 times the established rate. If less than 12 hours the rate will be 2 times the established rate. Orders received with less than 48 hours notice will be filled on a case-by-case basis if									
	ancellation Policy: Cancellations occurring 72-48 hours prior to start of service will incur a fee of 50% of the total invoice will be charged (50% of prepaid amount will be refunded). Cancellations made within 48 hours are subject to no refunds. Any reductions in coverage after the start of services that are ade less than 48 hours are subject to no refunds.										
4	Billing and amounts due: Client agree and accepts that all duration of time when services are rendered will be invoiced and paid. Any time that is provided beyond the initial order falls under the terms of service for Additional time. Furthermore all time for services rendered that were not invoiced due to client adjustments, or incorrect billing are still subject to full payment under the terms of this agreement. Late Fees: For any unpaid amounts a fee of 10% will be applied on the total amount every seven business days beyond the due date.										
1	Payment: Invoice must be paid in full before the start of service. Wire Transfers (Preferred): *Information provided upon request. Checks: make payable to Citadel Security Agency. Must be cleared 48 hours before start of coverage. Credit card (Optional): *Information provided upon request, subject to additional fee.										
	SIGNATURE:						DATE:				