

BUSINESS CENTER



The In-House Business Center of the Colorado Convention Center
700 14th St, Denver, Colorado 80202 - Tel. 720.904.2300 Fax 720.904.0796|
bborgerding@myofficeco.com www.abseventsolutions.com

Master Account Authorization

Organization _____

Attention: _____

Billing Address _____

City, State, Zip _____

Tel. _____ Fax _____

Credit Card Number _____ Expiration Date _____

Card Holder's Name _____

PAYMENT TERMS: Charges will be billed to the above credit card, unless you request to be invoiced. If invoiced, terms are NET 15 Days. If payment is not received by the due date, the credit card will be charged. Past due balances are subject to a late charge and interest charges of 1.5% per month plus any attorney and collection costs. Office equipment rentals and large jobs, for which specialty items must be purchased, require an advance deposit. Any omissions or quality concerns must be addressed at the time of delivery.

SALES TAX: To be sales tax exempt, both the State of Colorado and the City and County of Denver require separate documentation. For the State of Colorado a generic tax exempt form is acceptable, however, the City and County of Denver requires a separate letter from the Manager of Revenue (720-865-7075).

I authorize the persons listed below, including any additions and updates, to charge to our Master Account for any services ordered from My Office Business Center (B & E Business Center, Inc.) and agree to the above terms and credit card charges.

Signed _____ Date _____

Persons Authorized to charge to Master Account:

(May be updated at any time)
