



Citadel Security Agency

34 91st Street
Brooklyn NY 11209
Phone 212-509-5570 Fax 732-279-6549
FERRARA@CITADELSECURITYAGENCY.COM

INVOICE

DATE:
INVOICE #
BOOTH #

BOOK EXPO 2017

Name
Company
Address
City, State Zip
Phone **Mobile**
E-mail

Comments or Special Instructions: Guards are employed on a shift to shift basis. Guard service prior to or after regular hours are billed on an hour to hour basis. Weekends are considered overtime. Six (6) hour minimum applies. **Payment is due prior to start of services.** Guards not relieved at designated time could result in additional overtime charges.

Cancellations must be made 24 hours in advance
Orders placed after May 19, 2017 are subject to a 15% surcharge

RATES

\$26.00/hr Mon - Fri
\$39.00/hr Sat-Sun-Holidays
\$50.00/hr Armed Straight Rate

QUANTITY	DAY	DATE	Midnight x 8am	8am x 4pm	4pm x Midnight	TOTAL HOURS	Hourly Rate	AMOUNT
	Sun	5/28/17					\$ 39.00	\$ -
	Mon	5/29/17					\$ 39.00	\$ -
	Tue	5/30/17					\$ 26.00	\$ -
	Wed	5/31/17					\$ 26.00	\$ -
	Thu	6/1/17					\$ 26.00	\$ -
	Fri	6/2/17					\$ 26.00	\$ -
	Sat	6/3/17					\$ 39.00	\$ -
	Sun	6/4/17					\$ 39.00	\$ -
	Mon	6/5/17					\$ 26.00	\$ -
SUBTOTAL								\$ -
TAX RATE								8.875%
SALES TAX								\$ -
TOTAL								\$ -



THANK YOU FOR YOUR BUSINESS

Name on Card :	Sec Code
Card #	Exp Date:

Make all checks payable to **Citadel Security Agency, Accounts Payable, 128 Marisa Circle Staten Island NY 10309**
If you have any questions concerning this invoice, contact Rita Ferrara at 212-509-5570 or ferrara@citadelsecurityagency.com