



Function/Event Linen (Casual Hire) Order Form and Hire Agreement

Complete your details below and fax, mail or scan+email your order to us.
Please include BOTH pages (this page + next page) when sending.

YOUR CONTACT DETAILS

Name: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Home Phone: _____ Mobile Phone: _____

email: _____

DATES

Function date: ____/____/____

From (date linen out): ____/____/____ To (date linen to be returned): ____/____/____

PAYMENT OPTIONS	CREDIT CARD DETAILS
<p>Cheque¹: Please make cheques payable to Ozone Express Laundrette</p> <p>Cash/EFTPOS²: Available at our premises in Springfield (7am-4pm M-F)</p> <p>Direct Bank Transfer¹: A/c Name: Ozone Express Laundrette BSB: 032-564 A/c No: 283102. Please include your SURNAME on the transfer details.</p> <p>Credit Card Payments³: Phone us or complete details and fax/mail. VISA AND MASTERCARD ONLY</p>	<p>Name on Card: _____</p> <p>Card Number: ____/____/____/____</p> <p>Expiry: ____/____ CCV: ____</p> <p>Amount: \$ _____</p> <p>I consent to any lost or damaged linen also being charged to my card, at its replacement cost.</p> <p>Signature: _____</p>

¹ Please remember to include the \$100 security deposit in your payment amount

² A \$100 security deposit will be added at the time of payment

³ In the event of loss or damage, full replacement cost for the affected items will be charged against the card

Collection is typically one business day prior to the function (e.g. Friday for weekend function). Return is typically the next business day after the function (e.g. Monday for a weekend function). Other 'To' and 'From' dates are subject to confirmation. We are not open on weekends or public holidays.

TERMS AND CONDITIONS

Invoice amounts (including any applicable security deposit) are payable in full prior to collection/delivery.

All items must be returned undamaged by the return date stated above. In the event of loss or damage, full replacement cost will be charged, either against the credit card provided or, if not paying by card, deducted from the security deposit lodged at the time of order payment. (If the replacement cost exceeds the bond amount, you are liable for this difference as well.)

We regret that refunds are not available for unused linen (since quality assurance procedures require all returns to be laundered in any event).

Your signature: _____ Today's date: ____/____/____



Casual Hire - Linen Order Form

This form current as at 01/08/23. All prices include GST. Prices subject to change without notice.

Item	Price	Colour	# Need	\$
NAPKINS				
50cm x 50cm	\$1.00	WHITE		
		BLACK		
	\$1.00	APRICOT		
		CHOCOLATE		
		DARK GREEN		
		DEEP PINK		
		GOLD		
		IVORY		
		LATTE		
		MAROON		
		NAVY		
		ORANGE		
		PALE PINK		
		PURPLE		
		RED		
		ROYAL BLUE		
		TEAL		
	WEDGWOOD			
	YELLOW			
	\$1.00	LINEN LOOK – WHITE		
LINEN LOOK – BEIGE				
LINEN LOOK – DENIM				
LINEN LOOK – GREY				
TABLE SKIRTING (box pleated)				
3m length	\$30.00	WHITE		
		BLACK		
5m length	\$50.00	WHITE		
		BLACK		
CHAIR COVERS				
Lycra, stretch fit	\$2.50	WHITE		
		BLACK		
OTHER				
Tea Towel	\$1.50	Regular		
Glass Cloth	\$1.50	Regular		
		Microfibre		

Item	Dimensions	Price	Colour	# Need	\$
TABLECLOTHS					
Square	90cm x 90cm (small/overlay)	\$3.00	WHITE		
			BLACK		
	137cm x 137cm (medium)	\$4.00	WHITE		
			BLACK		
	180cm x 180cm (medium-large)	\$10.00	WHITE		
			BLACK		
	224cm x 224cm (large)	\$12.00	WHITE		
			BLACK		
Rectangular	137cm x 180cm	\$6.00	WHITE		
			BLACK		
	137cm x 224cm	\$8.00	WHITE		
			BLACK		
	137cm x 275cm	\$10.00	WHITE		
			BLACK		
	137cm x 305cm	\$12.00	WHITE		
			BLACK		
	137cm x 330cm*	\$14.00	WHITE		
			BLACK		
Round	140cm diameter (cocktail/cake)	\$6.00	WHITE		
			BLACK		
	160cm diameter (small)	\$8.00	WHITE		
			BLACK		
	180cm diameter (med small)	\$10.00	WHITE		
			BLACK		
	230cm diameter (medium)	\$12.00	WHITE		
			BLACK		
	275cm diameter (large)	\$15.00	WHITE		
			BLACK		

SUBTOTAL

Add \$100 security deposit (write in "n/a" if paying by credit card)

GRAND TOTAL

PLEASE NOTE:

- Orders being paid for by methods OTHER THAN CREDIT CARD are subject to an additional security deposit of \$100, refundable once the linen has been returned to us in good condition, without loss or damage.
- Linen is to be picked up/dropped off at our premises in Springfield (7am-4pm Mon-Fri), unless agreed otherwise.
- All prices include GST. Prices and terms as at 01-08-2023. Prices are subject to change without notice.

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Springfield, NSW, 2250

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