



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 + previous page) when sending.

YOUR CONTACT DETAILS

Name: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Home Phone: _____ Mobile Phone: _____

DATES

Function date: ____ / ____ / ____

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

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.

PAYMENT OPTIONS	CREDIT CARD DETAILS
Cheque ¹ : Please make cheques payable to Ozone Express Laundrette	Name on Card: _____
Cash/EFTPOS ² : Available at our premises in Springfield (7am-4pm M-F)	Card Number: _____ / _____ / _____ / _____
Direct Bank Transfer ¹ : A/c Name: Ozone Express Laundrette BSB: 032-564 A/c No: 283102. Please include your SURNAME on the transfer details.	Expiry: ____ / ____ CCV: ____
Credit Card Payments ³ : Phone us or complete details and fax/mail. VISA AND MASTERCARD ONLY	Payment Amount \$ _____
	Signature: _____

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

TERMS AND CONDITIONS

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 deducted from the security deposit lodged at the time of order payment, as applicable).

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

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 Linen Hire Order Form

All prices include GST. Prices & Terms as at 01/01/2016

Item	Price	Colour	# Need	\$
NAPKINS				
50cm x 50cm	\$1.00	WHITE		
	\$1.20	BLACK		
		APRICOT		
		CHOCOLATE		
		DARK GREEN		
		DEEP PINK		
		PALE PINK		
		RED		
		IVORY		
		LATTE		
		MAROON		
		NAVY		
		GOLD		
		YELLOW		
		ROYAL BLUE		
PURPLE				
TABLE SKIRTING (box pleated)				
3m length	\$30.00	WHITE		
	\$36.00	BLACK		
5m length	\$50.00	WHITE		
	\$60.00	BLACK		
CHAIR COVERS				
Lycra, stretch fit	\$2.50	WHITE		
		BLACK		
OTHER				
Tea Towel	\$1.50	n/a		
Glass Cloth	\$1.50	n/a		

* NOTE: Limited quantity. White Only.

PLEASE NOTE

- 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 01/01/2016

Item	Dimensions	Price	Colour	# Need	\$	
TABLECLOTHS						
Square	90cm x 90cm <i>(small/overlay)</i>	\$3.00	WHITE			
		\$3.60	BLACK			
	137cm x 137cm <i>(medium)</i>	\$4.00	WHITE			
		\$4.80	BLACK			
	180cm x 180cm <i>(medium-large)</i>	\$10.00	WHITE			
		\$12.00	BLACK			
	224cm x 224cm <i>(large)</i>	\$12.00	WHITE			
		\$14.40	BLACK			
	Rectangular	137cm x 180cm	\$6.00	WHITE		
			\$7.20	BLACK		
137cm x 224cm		\$8.00	WHITE			
		\$9.60	BLACK			
137cm x 275cm		\$10.00	WHITE			
		\$12.00	BLACK			
137cm x 305cm		\$12.00	WHITE			
		\$14.40	BLACK			
137cm x 330cm*		\$14.00	WHITE			
Round		140cm diameter <i>(cocktail/cake)</i>	\$6.00	WHITE		
	\$7.20		BLACK			
	180cm diameter <i>(small)</i>	\$10.00	WHITE			
		\$12.00	BLACK			
	230cm diameter <i>(medium)</i>	\$12.00	WHITE			
		\$14.40	BLACK			
275cm diameter <i>(large)</i>	\$15.00	WHITE				
	\$18.00	BLACK				

TOTAL HIRE CHARGES
(excluding security deposit, if applicable)