



## Rental Agreement/ Invoice

<b>Name:</b>		<b>Address:</b>		<b>Date:</b>	
<b>Home Phone:</b>		<b>Work Phone:</b>		<b>Cell Phone:</b>	
<b>Event Date:</b>		<b>Ship Date:</b>		<b>Receive Date:</b>	
<b>Date Items to be returned:</b>		<b>Final Count &amp; Payment Due:</b>			
<b>Reception Location:</b>					
<b>Item Shipped To:</b>					
<b>Items Return Shipped From:</b>					
<b>Alternate Contact Name &amp; number of Return Ship:</b>					

### Order

Description	Color	Price Per Item	Quantity	Total
Chair Cover		\$2.50		
Sash		\$1.00		
Handling Fee		\$8.00		
<b>Sub-Total Rental Cost:</b>				
Tax				
Shipping		Per Area		
<b>Total Rental Cost:</b>				
50% Deposit/ Guarantee				
Total Due – 14 Days Prior				

Placing an Order

Once Something Borrowed receives your request an estimate will be sent back to you via email, fax or mail. To complete the order process, please send the required 50% deposit to Something Borrowed by personal check or money order. The remainder of the invoice is due two weeks prior to your event date. All deposits are non-refundable.

Shipping & Handling

Something Borrowed, LLC ships UPS Ground and will make arrangements for your order to arrive 2-3 days prior to your event. It is the customers responsibility to count the order once received and report and discrepancies within 24 hours from receipt. We also make all return shipping arrangements with UPS. You are required to place the chair covers/sashes back into the boxes that they arrived in and seal the boxes with shipping tape. If they are not in satisfactory condition, you will need to provide return shipping boxes. UPS will come to the address that you provided to us to pick up the linens on the first working day following the event.

If the inventory is not shipped within two working days after the event, your will be charged an additional \$1.00 per chair cover. Any inventory not returned within ten days will be considered "lost" and fees will apply as indicated in the "Lost or Damaged Items" section below. All sashes are to be untied before shipping.

An \$8.00 handling fee, which covers the expense of the packing material (i.e. boxes, tape, etc.) is charged for each box shipped.

Delivery:

Delivery is only available within Lafayette Parish.

Lost or Damaged Items:

There will be a charge of \$20.00 per chair cover and \$8.00 per sash if damaged beyond cleaning, ripped, or not returned. Any discrepancy in inventory count from what was ordered to what was shipped is to be reported within 24 hours. Please make sure you count your order prior to returning it to assure all inventory has been accounted for.

Payment:

Something Borrowed only accepts personal checks or money orders at this time. We request that your invoice be paid in full a minimum of two weeks prior to your event.

**I have read the above agreement as stated and agree to be bound by the terms and conditions contained within.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_