



Linen Express  
1054 Park Avenue  
San Jose, CA. 95126  
Phone (408) 292-5100  
Fax# (408) 292-5778

Invoice# \_\_\_\_\_

**Rental Policy**

All rates are based on a one-day event basis. Items may be picked up the day before your event and returned the next business day before 5:00p.m.

All charges are for time out whether linen/rental equipment is used or not.

The Contracting individual or company is responsible for the security of all linen/rental equipment from time of delivery and/or pick up.

All invoices must be paid in full at the time of the order. (NO DEPOSITS)

Delivered items, such as chairs will be left stacked and tables folded. Upon pick-up we ask that you assemble used items at the drop off point stacked as delivered.

Supplement charges will be billed for deliveries involving stairs, elevators, and excessive distance from truck access.

All orders must have a credit card number on file as well as payment or a cash deposit for the amount of replacement value.

Set up and tear down services by Linen Express personnel is available by prearrangement and will be billed according to the type of service needed.

**Changes and Cancellations**

NO REFUNDS OR CANCELLATIONS once order is placed. You may increase your order but not decrease it.

Under certain circumstances if a refund is due it will come in the form of a check and will take 10 days to process.

**Damaged/Lost Linens & Late Returns**

Each linen has a replacement value. If a linen is lost or returned torn, burned, or soiled beyond cleaning, the replacement value will be charged in addition to rental charges. Do not place linens in plastic bags as they will mildew quickly and cannot be cleaned. Please be careful with candle wax, as it will permanently damage most linen.

A return date is listed on each invoice. A 50% penalty will be assessed after 3 days, and each day there after that linen are returned past the due date.

**Responsibility**

You are responsible for the security and safe keeping of all rental items while they are in your possession. Damage or lost items will be billed to the customer at our replacement cost. The undersigned hereby assumes all responsibility for any and all damages occurring through accident, neglect or misuse. In case of loss of said equipment/linens or loss of possession thereof, or inability to return same to Linen Express, the LESSEE agrees to pay said company the complete and full value of said Equipment/linens.

Lessee shall assume all responsibility for and hold Linen Express harmless from any liability incurred from accident, neglect, or misconduct at the party function.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee or Agent authorized to sign on behalf of Lessee

\_\_\_\_\_  
Linen Express Representative

# Linen Express

## FAX ORDER SHEET

Please fill out information completely and FAX to: 408-292-5778

EVENT DATE: \_\_\_\_\_ DATE NEEDED: \_\_\_\_\_

Quantity	Size	Color Name & Number

For Skirting, Do you need VELCRO CLIPS? **YES NO**

SENDER'S FAX NUMBER: \_\_\_\_\_

DELIVERY NAME  
& ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_  
PURCHASE ORDER NO. \_\_\_\_\_  
CLIENT/EVENT NAME: \_\_\_\_\_  
FAX PHONE \_\_\_\_\_

ORDERED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

All FAX orders will be confirmed for availability and shipping information. If you have any questions, please call:

408-292-5100

*Thank You For Your Order!*