

STANDARD CONTRACT – single order

Customer signature below indicates agreement to the following provisions:

1. **LINEN EFFECTS RESPONSIBILITIES** Linen Effects, Inc. (LE) will provide rental items and services as specified on the LE invoice number listed below.
2. **CUSTOMER RESPONSIBILITIES** Customer is liable for all damage, destruction, loss, or theft regardless of whether rental items were turned over to any 3rd parties including (but not limited to) caterers, set-up personnel, hotels, etc. Customer liability does not change if LE is setting up and/or taking down the rental items. LE cannot assume any responsibility for items whenever they are not under direct control of LE such as during the event.
3. **RENTAL PERIOD** Customer agrees that rental charges will not be reduced for items not used. Rental period begins on the ship date specified in the LE invoice listed below and ends when the items are returned to LE. Customer agrees to return rented items on the agreed return date as specified on the LE invoice OR to arrange for LE to pick up rented items. LE reserves the right to charge additional rental for items returned after the agreed return date.
4. **RINSING AND PACKING** Customer agrees to rinse all dishes, glassware, and silverware and return to original crates and boxes or an additional labor charge may be imposed. Customer agrees to return all crates and boxes.
5. **MILDEW & WAX** Customer agrees to take reasonable care to prevent mildew from forming on linens by separating damp linens, not storing damp linen in plastic bags or sealed containers, not leaving any linens in damp areas, not setting up linens where they are in constant contact with damp grass, promptly returning all items, etc. Mildew is permanent and will result in replacement charges. Wax generally comes out in the wash, however excessive wax may result in additional cleaning charges. Burn holes or other permanent damages will result in replacement charge.
6. **CANCELLATION POLICY** Orders cancelled or reduced by more than 75% of order total within 30 days of the scheduled event are charged 50% of the order total, however, the first \$250 is non-refundable regardless of when the order is cancelled or reduced. The maximum cancellation charge is 50% of the order. Any refunds issued are reduced by this amount.
7. **SHIPPING** Rental items shipped via UPS, FED EX, or other carriers must be checked in and inspected by customer immediately upon receipt. All problems must be reported to LE immediately. No credit will be given for missing or damaged items reported after the event. Customer is responsible for all breakage, damage, lost, missing, and stolen items.
8. **SECURITY DEPOSITS** Customer agrees to provide LE with a valid credit card and agrees that this credit card may be charged for all damaged, missing, lost, or stolen items as well as all unpaid balances. LE agrees to provide timely notice to customer of missing or damaged items to allow customer time to locate and return those items. If missing items are returned, LE will gladly refund any replacement charges, less any additional rental due. Customer may pick up and keep damaged items within 1 week after which those items will be discarded. Customers with payment terms agree to pay replacement charges and/or additional rental charges within the agreed existing payment terms and agreement. Rental charges will not apply towards replacement charges.
9. **ADDITIONAL PAYMENT TERMS** Customers without payment terms agree to a down payment of 50% of the quote for this order to considered "Confirmed." If down payment is not included with this contract, customer grants permission for LE to charge the credit card listed below. Orders without a 50% down payment AND credit card information are NOT CONFIRMED unless customer has existing, approved credit terms with LE. If customer breaches or defaults in payment or otherwise, LE shall be entitled to recover from customer all attorney's fees, legal expenses and costs incurred by LE to enforce the provisions of the contract.
10. **MISCELLANEOUS TERMS** This contract together with the LE Quotation and the LE invoice with the number listed below set forth the final, complete, and exclusive agreement between LE and customer, and this agreement fully supersedes all prior agreements, discussions, negotiations, and understandings between the parties on the subject matter. If any provision of this contract is held by a court to be unenforceable, the remaining provisions of this contract shall remain in full force and effect.

All information below is required.

signature

quote/invoice number

name

date signed

credit card number

expiration date

3 digit CVV2 Code

address where credit card bill is mailed to

Street #,

City,

State,

Zip