

BANQUET LINEN RENTALS

123 Event Plaza
Grand Ballroom Suite
contact@linens.com

Invoice #: _____

Date: _____

Event Date: _____

Bill To:

Name: _____

Venue: _____

Phone: _____

Delivery Info:

Drop-off: _____

Pick-up: _____

Notes: _____

Item Description	Color/Size	Qty	Unit Price	Total
Round Tablecloths				

Item Description	Color/Size	Qty	Unit Price	Total
Rectangular Tablecloths				
Cloth Napkins (Set)				
Table Runners / Overlays				
Chair Covers / Sashes				
Subtotal: \$ _____ Cleaning Fee: \$ _____ Delivery: \$ _____ Grand Total: \$ _____				

A damage deposit may be required. Please return all linens in provided laundry bags.

Thank you for choosing Banquet Linen Rentals!