



LINEN RENTAL CONTRACT

We provide a large selection of tablecloths, napkins, runners, overlays and chair cover options. We take pride in the quality of our linens, our customer service and our wide variety of linen options.

YOUR RESERVATION: A 25% non-refundable security deposit or a specialty linen minimum and signed contract is required at time of reservation. This will place a hold on the linens you requested.

PAYMENT & TERMS: A signed contract with credit card info is required to be on file, regardless of method of payment. Final payment is required 1 week prior to your delivery and pickup date. Cash, Check, or credit cards are accepted. A 3.5% credit card fee will be applied to all credit card transactions.

CHANGES TO ORDER: After RSVPs are in, final changes to your order are required 1 week prior to delivery or pickup, or sooner if specified on your reservation. Email changes to orders@premierlinenco.com or call (717) 426-4100 to make changes to quantities. If possible, we would prefer napkin orders in quantities of 10. We always recommend including 5-10 additional napkins in your orders. It is **VERY IMPORTANT** that you review the reservation sent to you to ensure that your colors and quantities of linens are correct.

RENTAL POLICY: All linens are rented on a per event basis and are based on a 4–5-day rental period unless otherwise arranged. Linens may be picked up at Premier Linen Company the day prior to your reservation (unless otherwise noted) and returned the next business day following your event. Delivery (if requested) is typically the day prior to your event (unless otherwise noted) and picked up the next business day after your event. Linens to be picked up by Premier should be placed in their assigned location, in the provided linen bags. This will ensure our driver will find your linens promptly and lessen product being late or missing.

Linens that are not returned on time may be charged a second rental fee to the card on file. The customer is responsible for all loss and damages to linens. Burns, tears, mildew and lost linens will result in a replacement charge in addition to the original rental fee. Please count and inspect your linens prior to their return and notify us of any loss or damage.

CANCELLATION POLICY: Specialty Items require advanced cancellation notice, per your specific contract. If a order is cancelled after processing has begun, a restocking charge may be applied to cover labor and processing fees.

Delivery and Table Dressing Fees are not included in standard rental costs.

Please ask for a quote for Delivery and/or Table Dressing.

Please provide a credit card for security purposes. All second rentals and replacement costs will be billed to this card on file.

REQUIRED: Card Info: Account Number: _____ Exp Date: _____ CVV2
Value: _____

Name on Card _____ Billing Zip code for card _____

I have read and agree to the above Terms and Conditions, and will review the final reservation to ensure accuracy.

Signed (Customer)

Date