



Fax/Email Order Form

Option 1: Print out this form, fill in completely and fax to 925.455.4977
 Option 2: Fill in this form directly in Acrobat Reader, save and email to allrents@hotmail.com

Customer Information

Customer: _____	Event Date: _____
Phone: _____	Event Time: _____
Fax: _____	Date Ordered: _____
Email: _____	Ordered By: _____

Will Call Information

Pick-up Date: _____	Return Date: _____
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Delivery / Pickup Information

Delivery Date: _____	(3hr Time Frame) AM: _____ PM: _____
Pick-up Date: _____	(3hr Time Frame) AM: _____ PM: _____
Company/ Residence Name: _____	
Delivery Address: _____	
Contact: _____	Cell: _____
Special Instructions: _____	

Rental Items

Tables		Linens			Chairs		Misc
Size	QTY	Size	QTY	Color	Type	QTY	

**Order is confirmed when 50% deposit is received. A confirmation fax or phone call will be made to the customer.