

# CONTACT CHEAT SHEET:

## Rental Company

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Items to be rented:

- Tent
- Bar/serving tables # \_\_\_\_\_
- Chairs # \_\_\_\_\_
- Dining tables # \_\_\_\_\_ (to seat # \_\_\_\_\_ each)
- Cake table
- Head tables # \_\_\_\_\_
- Dinnerware
  - Place settings # \_\_\_\_\_
  - Hors d'oeuvres plates # \_\_\_\_\_
  - Dessert plates # \_\_\_\_\_
  - Serving pieces # \_\_\_\_\_
  - Flatware sets # \_\_\_\_\_
  - Extra forks, or other # \_\_\_\_\_
- Glassware
  - Champagne flutes # \_\_\_\_\_
  - Water glasses # \_\_\_\_\_
  - White wine # \_\_\_\_\_
  - Bar glasses # \_\_\_\_\_
  - Red wine # \_\_\_\_\_
  - \_\_\_\_\_ # \_\_\_\_\_
- Linens
  - Tablecloths # \_\_\_\_\_
  - Napkins # \_\_\_\_\_
  - Chair covers # \_\_\_\_\_
  - Overlays or skirting # \_\_\_\_\_
- Other (dance floor, candelabras, portable toilets, or other)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimate: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

Total cost: \$ \_\_\_\_\_

Balance: \$ \_\_\_\_\_

Date paid: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date due: \_\_\_\_ / \_\_\_\_ / \_\_\_\_