

Picked up _____ Shipped _____ Returned _____ Pd in Full _____



White organza



SILVER ORGANZA



BLACK ORGANZA



CHOCOLATE



IVORY ORGANZA



GOLD ORGANZA



APPLE MINT



BURGANDY



FUSCIA PINK
ORGANZA



LAVENDER
ORGANZA



PINK
ORGANZA



MAVY
ORGANZA



LT. BLUE
ORGANZA



PERIWINKLE
ORGANZA



PURPLE
ORGANZA



RED
ORGANZA



ROYAL BLUE
ORGANZA



AQUA
ORGANZA



SAGE GREEN
ORGANZA



WILLOW
ORGANZA

Picked up _____ Shipped _____ Returned _____ Pd in Full _____



PALE YELLOW ORGANZA



PEACH ORGANZA



ORANGE/CORAL ORGANZA



GREEN APPLE SATIN



BLACK SATIN



CHOCOLATE SATIN



ORANGE/CORAL SATIN



BURGANDY SATIN



GOLD SATIN



FUSCIA SATIN



PALE PINK



LAVENDER SATIN



PINK SATIN



MAUVE SATIN



NAVY SATIN



PALE/BABY BLUE SATIN

Picked up _____ Shipped _____ Returned _____ Pd in Full _____



PERIWINKLE SATIN



ROYAL PURPLE
SATIN



RED SATIN



ROYAL BLUE
SATIN



SILVER SATIN



AQUA/TEAL
SATIN



WHITE SATIN



WILLOW SATIN



PALE YELLOW/BUTTERCUP
SATIN

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White banquet

Black banquet

Ivory banquet

Black banquet

Chair covers come in polyester as well

100 chair covers rent for \$300.00 plus MS sales tax, or \$321.00
Sashes are rented separately for \$1.00 each plus MS sales tax

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Timeless Weddings Chair Cover Rental Order Form

Office number 601-271-6006
Fax Number 775-522-3097

Client Name: _____

Address: _____

Event Date: _____

Address and phone number of event venue:

_____ Phone # _____

Your eMail Address: _____

Your Telephone _____ Your Cell _____

Reservations

Number of White Ballroom Size Chair Covers with sash _____ x \$3.99 = _____

Organza sash _____ Satin sash _____

Number of Ivory Ballroom Size Chair Covers with sash _____ x \$3.99 = _____

Organza sash _____ Satin sash _____

Number of White Folding Chair Covers with sash _____ x \$3.99 = _____

Organza sash _____ Satin sash _____

Color of Sash(es) _____ (Can be any color combination.)

No. of organza table runners _____ Color _____ x \$ 3.00 = _____

No. of satin table runners _____ Color _____ x \$ 5.00 = _____

Number of Organza Table Overlays 90 x 90 _____ Color _____ x \$12.00 = _____

Number of Satin Table Overlays 90 x 90 _____ Color _____ x \$15.00 = _____

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ABOUT THE RENTAL PROCESS: We try to make the process of renting chair covers very easy. Once you complete the Rental Order Form and present it to our office, Timeless Weddings replies either with a reservation confirmation email, and/or a copy of the signed rental agreement. A \$100 deposit is required upon signing rental agreement and must be paid by credit/debit card. Final payment will be charged 30 days BEFORE event. Timeless Weddings will then issue an email indicating payment in full and will remind you of the pickup and return policies.

PAYMENTS: \$100.00 deposit required at time of reservation and will be charged to your credit card as given below. "Declined" credit/debit cards will subject your order to cancellation, and forfeiture of any monies already paid. In the event that a credit/debit card is declined, payments must be made in cash, money order or cashier's check. No personal checks will be accepted. Chair covers, sashes and overlay orders must be paid in full 30 days prior to your event. If the event is canceled less than 30 days prior to the event, the monies paid are not refundable. Please Initial _____

TO MAKE CHANGES TO YOUR ORDER:

If you would like to make a change, just fax the necessary changes to the office at 775-522-3097. I will issue a reply via email with the change confirmation. We are sorry, but we cannot make changes by phone. All changes must be made in writing, and an amended rental order form must be signed and returned ASAP.

CHAIR COVER SIZE: The rounded top ballroom/banquet size chair cover featured on our web site is 16 inches wide at the back and 33 inches from the top of the chair cover to the ground. The folding size chair cover measures 19 inches across the back, 33 inches from the top of the chair to the ground. The folding chair seat measurements 16 inches square. Your chair cover measurements should be smaller than our chair cover sizes. Please Initial _____

UPS SHIPPING: To ship a chair cover with sash is estimated at \$.75 per chair cover, depending upon your location, each way. If the delivery location is on the West Coast, the estimated shipping cost is \$.91 per chair cover each way. UPS Shipping requires a credit/debit card for shipping. Timeless Weddings does not ship outside the U. S. The linens will be scheduled to arrive on the Wednesday or Thursday of the week of the event and must be placed back in the UPS shipping system the first business day after the event. Please Initial _____

Your credit/debit Card information is needed at the time of rental for deposit & UPS Shipping requires a credit/debit card for shipping as Timeless Weddings will not deposit those funds into our account. The credit/debit card is charged by UPS Shipping itself. By initialing here, you are authorizing Timeless Weddings to charge your credit card one time for the balance due and for UPS shipping and handling charges, if this option is required for your order. Please Initial _____

Name on Card _____

Discover _____ MasterCard _____ American Express _____ Visa _____

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Picked up _____ Shipped _____ Returned _____ Pd in Full _____

Expiration Date: _____ Card # _____ Security Code _____

The billing address must match the billing address that appears on your monthly credit card statement.

Street: _____

City _____ State _____ Zip _____

TO COMPLETE YOUR RESERVATION: To complete your chair cover/sash order, simply multiply the final chair cover count by \$3.99, add any overlay and/or table runner order orders, and then subtract the \$100.00 booking deposit. Timeless Weddings must assess the 7% MS Sales Tax to your order. You authorize Timeless Weddings to charge your credit card for the \$100.00 deposit upon receipt of reservation form, and then again 30 days before your event date for the balance due and to finalize your reservation and place the order ready for packing and shipping or pickup. Please Initial _____

RETURN SHIPPING: If UPS return shipping is required, prepaid shipping labels will be in the boxes that we send with the linens. Please put these return labels in a safe location. Please don't let your staff throw the return shipping labels away. Repack the boxes, place the labels on the boxes and call UPS Shipping for a pick up. Or you can drop the boxes off at a UPS Hub or Official UPS Store in your neighborhood. Please Initial _____

LOCAL PICKUP AND RETURNS: Reserved linens will be ready for local pickup at Timeless Weddings' office located at 2516 Old Highway 24, Suite D on the Thursday before your event. Our office hours are 10:00 a.m. to 4:00 p.m. Please call 601-271-6006 to let us know an approximate time you will be arriving to pick up your linens. All linens must be returned in the storage bins provided by Timeless Weddings. Linens do not have to be laundered prior to repacking, but must be free of loose food, crumbs, favors, paper, etc. and repacked and returned in the storage bins they came in. Please initial _____

LATE RETURN FEES: The linens must be returned to Timeless Wedding either via the UPS Shipping System on the Monday after the event, or by local hand-delivery on Monday after the event. Late return fees are 50% of the rental cost and will be charged to your credit card on file with this order on Tuesday morning following the event if you do not return the linens by 4:00 p.m. on Monday. Please call if you have unforeseen circumstances arise. For Monday Holidays, the linens must be returned to Timeless Weddings either via the UPS Shipping System or by hand delivery on the Tuesday after the holiday. Linens will be considered returned late and thus incurring a late fee if not returned by Tuesday by 4:00 p.m. Please initial _____

Replacement cost is \$5.20 per chair cover and \$1.44 per sash, \$15.00 for organza table overlays, and \$20.00 for satin table overlays. If the linens are never returned to Timeless Weddings, these replacement charges will be charged to the credit card on file with this order to replace the items not returned (including the storage bins @ \$10.00 each). Please initial _____

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The use of red wine, candles and candle wax, chocolate fountains, tobacco products, as well as small children, sometimes damages linens beyond repair. The replacement costs listed above will be charged to the credit card on file for each item found to be so damaged in this manner. Please Initial _____

I have read, understand and agree to the terms and conditions of this Rental Order Form. A copy of this signed and dated rental agreement has been provided to me by Timeless Weddings of Mississippi.

Signature _____ Today's Date _____

OFFICE USE ONLY:

No. of Chair covers/sashes _____ x \$ 3.99 = _____

No. of organza table overlays _____ x \$12.00 = _____

No. of satin table overlays _____ x \$15.00 = _____

Subtotal of order _____

Sales Tax @ 7.00% = _____

TOTAL FOR ORDER _____

\$100.00 deposit received _____ (date) - 100.00

Balance due to be paid 30 days before event or _____ = _____