Celebration Party Rentals, Inc.* | *Phone: 816.525.8568* | *fax: 816.246.2007* | *celebratekc.com

Event ID #*(office use only)*_____ ***Event Date***: _____ ***Event Time***: _____

Event Name: _____ ***Contact***: _____

□Primary Phone: _____ □Home: _____ □Fax: _____

□Cell: _____ □E-mail: _____

Delivery Date: _____ ***Day***: _____

Pickup Date: _____ ***Day***: _____

Location: _____

Delivery Contact Info: _____

Special Instructions: _____

_____

1st Floor Delivery? Y / N Set-up? Y / N Take-down? Y / N

Referred by: _____

QTY	ITEM		QTY	ITEM	
				Set up charge-chair	
				Set up charge-table	
				Take down charge-chair	
				Take down charge-table	

Linen Bag _____ **Glass Rack** _____ **Crate** _____ **Flatware Crate** _____ **Skirting Clips** _____

Mailing Address: _____

Notes:

(office use only)

Received _____ by _____ Entered _____ by _____ Checked _____ by _____

Faxed/Called/Mailed/E-mailed_____ by _____ Signature Received _____ Deposit Received _____

Packing List(s) Printed _____ Full Payment Received _____ Dig Rite Called _____

Security Deposit Received _____ Cash Check Credit Security Deposit Returned _____