



17207 Ross Lake Ct.  
Humble, TX 77346

281. 812. 6496 Office 832. 553. 7496 Fax

**Terms and Conditions**

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

Event Date: \_\_\_\_\_

<b>PAYMENT TERMS</b>	Cover Me Satin requires full payment upon delivery of the linens. We accept Master Card, Visa and Discover. A non-refundable deposit of 20% is required to reserve chair covers, linens and other rentals for your event. The 20% deposit is applied to the rental cost of your order. Special order items require a 50% deposit. Payments in full and final counts are due no later than 2 weeks prior to delivery, to ensure timely preparation of your order. There is a \$35 fee for any returned checks.
<b>DAMAGE WAIVER</b>  <b>If Damage Waiver is declined, please initial here</b>  <input checked="" type="checkbox"/>	The Damage Wavier Fee is <b>OPTIONAL</b> , however if accepted a charge of 6% of the total linen rental will be assessed. The damage waiver is insurance against general damage to the linens. The Damage Waiver is insurance against excessive soiling requiring extra cleaning to return to their pre-rented condition. A damage waiver is the <b>OPTION</b> of the client, however, if there is permanent damage, such as burns, tears or soilage, then a damage/replacement cost would apply. Any damaged items will remain with Cover Me Satin.
<b>RUSH CHARGES</b>	Any new orders or new items added to an existing order placed within 48 hours of scheduled delivery will be subject to a rush charge of 30% of the added item. Orders or changes need after business hours are subject to a rush charge of \$150.00.
<b>AGREEMENT</b>	All items are to be used at renter risk. No staples or tape are to be used on the linens, chair covers or sashes. Linens are to be shaken free of all food and decorative items. If wet, please allow to dry before bagging. Bagging linens wet will result with mildew. <b>WAX: All candles must be contained!</b> In the event of any wax residue returned on an item a \$10.00 cleaning charge will apply. Use of unprotected candles in candelabras, on mirrors, in centerpieces or in any other décor over our linens violates the terms of the agreement and entitles Cover Me Satin to remove rental linens from the affected areas to protect our property. Any unused rentals returned on due date will not receive a refund. In the event of damage or shortages, you will be notified by Cover Me Satin the same week following the return date. It is the <b>CLIENTS</b> responsibility to return shortages to Cover Me Satin within 48 hours of notification. The Charge will be in <b>ADDITION</b> to the rental charge. If linens are not returned, the replacement cost will be charged. <b>Upon delivery and/or when set-up services are complete, the rental items become the responsibility of the client.</b> Responsibility for the rentals remains entirely with the client until the rentals are returned to (or picked up by) Cover Me Satin.
<b>CANCELLATION</b>	Once a contract has been signed and a deposit received, the contract is confirmed. In the event you need to cancel an order, your deposit of 20% or 50% will be <b>FORFEITED</b> . If cancellation is necessary 2 weeks or less prior to your event date, a restocking fee of 20% of your total order will also be charge. Once an order leaves the premises, full charges will apply. A cancellation charge will be applied for all custom orders for new rental products if the order is cancelled after a contract is signed. The cancellation charge will be a total of 3 times the rental rate on each item. This Applies to all commercial accounts.

<b>CUSTOMER ABUSE</b>	Customer is responsible for full replacement cost if any item rendered missing or unusable upon return of your order. That is 1.) Any rental item returned with mildew, tears, rips, burns, holes excessive dirt, grease, wax, heavy stains, or 2.) Any item needing washing over two loads is considered excessive and if after four washes and use of special chemicals item does not come clean it is considered a loss. 3.) Any rentals that are wet, burned, chipped, scratched or left expose to the elements. A replacement cost of 3 times the rental rate will be charge in addition to the rental charge.
<b>DELIVERY/SETUP</b>	Complementary set-up is available in the greater Houston area. Delivery charges range from \$35.00 thru \$250.00. There is a minimum of 80 chair covers for set-up, delivery and pick-up. Cover Me Satin does not install linen only orders. Set-up of linens and chair covers must be arranged prior to delivery. Late night pick ups will be an additional charge of \$90.00-\$150.00. <b>NO</b> extra items will be left at the facility if counts change the day of the event without prior approval from <b>CLIENT</b> . There is an additional \$50 rush delivery fee with orders called in the same day.
<b>LATE RETURNS</b>	Any rental returns after due date specified on the invoice will be charged at a daily rental rate for each day late.
<b>DYE LOTS</b>	We understand that linens are an important part of ensuring the success of your event; therefore, we monitor the quality very closely. However, we cannot guarantee exact color matches due to continuous purchasing from different dye lots. If color perfection is an absolute requirement, please consider purchasing custom sewn linens made from a single manufacturing run. Minimums quantities and lead times will apply.

**I HAVE READ THIS ENTIRE RENTAL CONTRACT AND AGREE BY SIGNATURE BELOW TO ALL CONDITIONS SET FORTH.**

By my signature below I hereby authorize Cover Me Satin to charge to me for any cost, expenses or charges for rental cancellations, and/or damages to any items rented and/or full replacement value of any items destroyed or not returned.

X

Signature to Agree To Rental Contract

Date

**\* Please Fax Completed Forms To: 832.553. 7496 \***



Please Fax all forms to  
832- 553-7496

**Financial Responsibility Form**

My payments to Cover Me Satin will be made by (Check One)

**Credit Card** (Complete Credit Card Form)

**Personal Check**

If paying with a personal check your account must be paid in full 2 weeks prior to delivery date and have a valid credit card on file with Cover Me Satin.

I authorize Cover Me Satin to place all rental charges on the following credit card. I understand that charges to my credit card may include Rental, Delivery, Lost or Damaged Items and/or Replacement Charges :

**THIRD PARTY CREDIT CARD AUTHORIZATION**

If a third party credit card is to be used we must have a third party approval and signature.

Print Name as it appears on card:

:

Signature

Date

Credit Card (Circle One)

Visa

Discover

MasterCard

Credit Card #

Exp. Date

Last Three Digits on Back of Card

Billing Address for this Credit Card:

City, State and Zip:

Phone Number

Deposit # 1 Amount (20% min.):	Deposit # 1 Date:
Deposit # 2 Amount:	Deposit # 2 Date:
Deposit # 3 Amount:	Deposit # 3 Date: