



COTTAGE LINENS[®]
INC.
BED & BATH LINEN RENTAL SERVICE

Linen Rental Order Form

Telephone: (207) 967.4531

Fax: (207) 967.4624

P.O. Box 131
Kennebunkport, ME 04046-0131

E-mail: Info@CottageLinens.net

Website: www.CottageLinens.com

Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: () _____ E-mail Address: _____

Rental Cottage Address: _____
(Street) (Town)

Rental Agency or Cottage Owner: _____ Telephone: _____
(Name)

Saturday Arrival Date: ___/___/08

Saturday Departure Date: ___/___/08

If staying more than 1 week, each additional week is discounted if you keep the SAME linens. If FRESH linens are desired, there is a full charge for each additional week.

- Sheet Sets: 1 flat, 1 fitted, 2 pillowcases (Twin sets have 1 each)
- Towel Sets: 1 bath towel, 1 hand towel & 1 wash cloth
- Crib Sets: 1 fitted sheet, 1 child towel set, 1 light blanket
- Kitchen Sets: 2 dishtowels, 2 dishcloths & 1 scrubbing sponge

Submitting your order

We suggest you place your linen order with Cottage Linens as soon as you confirm your cottage rental. ~ We offer a 15% discount for orders placed on our secure online order system at www.CottageLinens.com. Orders should be submitted at least 2 weeks prior to arrival to ensure availability. Same day orders must be called into our office at (207) 967-4531 and are subject to a \$20.00 processing fee.

Pricing and Payment

All prices are per set, per week. ~ Additional weeks available for an additional fee. ~ There is a \$30.00 minimum on all orders. ~ No credit will be issued for unused linen or early departure. ~ Orders must be prepaid. ~ Orders sent via mail must include valid credit card information, even if you have paid by check. ~ This credit card will be used as security in case items are not returned or are returned damaged.

Confirmation

We cannot confirm orders mailed or faxed to us without an E-mail address. ~ If no E-mail address is available, please call our office at 207.967.4531 at least two weeks prior to arrival to confirm that we have received your order.

Change Orders and Cancellations

Changes to your order: additions, subtractions, or substitutions requested within 48 hours of your scheduled arrival are subject to a \$10.00 fee. ~ Cancellations must be received at least 1 week in advance for full refund. ~ Orders cancelled within 1 week of the scheduled arrival date are subject to a \$20.00 restocking fee.

Saturday Linen Delivery

Delivery will be made by 5 p.m. on your scheduled Saturday arrival date. ~ Linen orders will be delivered to the front entrance, as seen by the roadway, of the rental cottage address submitted to us. ~ To receive credit or remedy, omissions or errors must be reported to us within 48 hours of delivery by phoning 207.967.4531.

Saturday Linen Pick up ~ Items not returned or damaged

Linen will be picked up on your scheduled Saturday date of departure or each Saturday FRESH linens were ordered. ~ All linen must be placed in the laundry bag provided and left outside the cottage by 10:00 a.m. in a conspicuous location such as a front porch or front step. ~ A fee will be assessed for each missing or damaged item as described below. *Note: "Damaged" includes stains we are unable to remove.*

Fee for lost or damaged items:

- Laundry Bag: \$25.00
- Bath towel: \$10.00
- Wash cloth: \$ 5.00
- Pillow case: \$10.00
- Kitchen towel: \$10.00
- Hand towel: \$ 5.00
- Beach Towel: \$15.00
- Crib sheet or blanket: \$15.00
- Bath mat: \$10.00
- Sheets flat or fitted: Twin: \$15.00 ~ Full: \$20.00 ~ Queen: \$25.00 ~ King: \$30.00

Disclaimer

Linen will be delivered to the cottage address submitted to us. ~ We are not responsible for omissions or errors on the part of the customer. ~ Often cottage numbers will be given that do not appear on the cottage or at the entrance of the driveway, we will make every attempt to deliver your linen to the correct cottage.

I have read Cottage Linens' Policies and agree to all terms and conditions.

Customer Signature

Credit card information will be collected and stored through secure means and will only be shared with the company contracted by us to process our credit card transactions.

Once all of our business pertaining to your order is complete, all credit card information will be deleted from our machines and all hard copies destroyed. We may retain other personal information, such as your name, address, telephone number and e-mail address, in a secure manner to facilitate future orders.

Thank you!

<u>LINENS NEEDED</u>	<u>#</u>	<u>Each</u>	<u>SUBTOTAL</u>
King Sheet Set with 2 Towel Sets	<input type="text"/>	\$35.00	<input type="text"/>
Queen Sheet Set with 2 Towel Sets	<input type="text"/>	\$30.00	<input type="text"/>
Full Sheet Set with 2 Towel Sets	<input type="text"/>	\$30.00	<input type="text"/>
Twin Sheet Set with 1 Towel Set	<input type="text"/>	\$25.00	<input type="text"/>
Crib Sheet Set	<input type="text"/>	\$15.00	<input type="text"/>
Additional Towel Set	<input type="text"/>	\$10.00	<input type="text"/>
Bath Mat	<input type="text"/>	\$5.00	<input type="text"/>
Kitchen Towel Set	<input type="text"/>	\$8.00	<input type="text"/>
Beach Towel	<input type="text"/>	\$5.00	<input type="text"/>
SUBTOTAL for week 1			= <input type="text"/>
FRESH linens for additional week(s): Week 1 price X ___ weeks needed =			<input type="text"/>
SAME linens for additional week(s): Week 1 price discounted 20% per ___ additional weeks =			<input type="text"/>
SUBTOTAL			= <input type="text"/>
15% discount off total order if placed on our secure online order system at www.CottageLinens.com			- <input type="text"/>
TOTAL			= <input type="text"/>

Credit card information must be provided as security for lost or damaged goods.

Please provide payment AND credit card information

- Check
- Visa
- MasterCard
- American Express

Card Number - - -

Expiration Date: ___/___/___ Billing Zip Code: _____

Cardholder Name: _____

Billing Address: _____

City, State: _____

Signature: _____ Date: _____