

fax requests to:
847-510-0982



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Windy City Linen Rental Request Form

(requests may also be e-mailed to: orders@windycitylinen.com)

Please use this form to request a linen reservation for your upcoming event.
 When faxing this form to Windy City Linen, please be advised that this can only be considered a request until we fax you a Rental Contract. You should always follow up with us to make sure that your request has been processed and converted into an active reservation.
We will always fax back to you a Rental Contract once the order has been confirmed.
 When availability is limited on particular items we will contact you during business hours to discuss options.
 You may fax a linen request to us at any time using this form or your own to: **(847) 510-0982** and we will get back to you during normal business hours either by phone or by fax to confirm your order.

Today's Date:	Current time:	Contact:
Event Date:	Delivery Date:	Pick-Up Date:
Company:	Event Name or P.O.:	
Phone Number:	Fax Number:	

Notes:

(Please write your requested items below)

#	<u>Qty.</u>	<u>Size</u>	<u>Item</u>	<u>Color</u>	<u>Style</u>
1					
2					
3					
4					
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