



CLIENT INFORMATION

Contempo Linen & Event Rentals would like to thank you for your business. In order for us to ensure that we have accurate and current records for our clients, please complete and return the following documents:

Checklist:

- Account Information
- Credit Card Authorization Form (we require a credit card to be on file for all accounts)
- Copy of Tax Exempt Form or Sales Tax Certificate (if applicable)

Please fax/email back completed documents to 305.503.8596 or info@contempolinens.com

If you prefer to mail the documents or payments, please mail to:

Contempo Linen & Event Rentals
4421 NW 97 Ave
Miami, FL 33178
Attn: Accounting Department

If you should have any questions, please feel free to contact any of our representatives at 305.592.5528

ACCOUNT INFORMATION

Date		Phone#	
Contact Name		Fax #	
Title		Email	
Company Name		Website	
Address 1		Tax Exempt#	
Address 2		Sales Tax#	
City.State.Zip		PLEASE PROVIDE COPY OF CERTIFICATE	
AP contact		AP phone#	
		AP email	
Owner(s)		Phone#	
		Email	
Type of Business	<input type="checkbox"/> partnership <input type="checkbox"/> sole proprietorship <input type="checkbox"/> corporation <input type="checkbox"/> LLC		

Trade References

	Reference 1	Reference 2	Reference 3
Company			
Contact Name			
Address			
Phone#			
Acct Opened Since			
Credit Limit			
Credit Balance			

Bank References (Required for accounts seeking net terms)

	Reference 1	Reference 2
Institution		
Account #		
Address		
Phones#		
Contact (If Available)		

How did you hear about us? internet tradeshow referred by: _____

PLEASE CHECK THE CATEGORY THAT BEST DESCRIBES YOUR COMPANY

- rental company caterer décor company florist dmc event planner
 corporate planner production company audio visual entertainment company
 hotel venue/non-hotel school direct client other: _____

CREDIT CARD INFORMATION

Company name: _____

Name on credit card: _____

Credit card type: visa mastercard amex discover

Credit card number: _____

Expiration date: _____ cvv code: _____

Billing address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

By signing below, I authorize Contempo Linen & Event Rentals to charge my credit card all amounts owing including, but not limited to, all charges for delinquent rentals, all charges for damage to any rental item(s) and any other amounts as provided under the terms and conditions.

Authorized Signature: _____

Date: _____

Please provide a photocopy of driver's license and front and back of credit card on a separate sheet.

Please check the appropriate box below regarding payment for your rental deposit or prepayment:

- pay all jobs with credit card (card to remain on file)
- pay select job(s) in full _____
- 40% deposit - credit card
- 40% deposit - check attached to this form
- 50% deposit - credit card (Custom/Special Orders)
- 50% deposit - check attached to this form