



inventory event worksheet

Please fill out the form below to help us check the availability of all requested items. Once completed, fax the form to 214-749-1030 and someone will contact you regarding your inquiry. Call 214-749-0400, ext. 104 for questions or more information.

Contact Name: _____

Company Name: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Address: _____

Date of Event: _____

Name of Event: _____

Delivery Date & Time: _____

Pick-up Date & Time: _____

Special Instructions: _____

Check to indicate that you have read and agree with the Suite 206 Rental Rules.

ITEM	QUANTITY	DESCRIPTION	ITEM PRICE	TOTAL PRICE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*A 50% deposit is required to guarantee you order. Delivery, set-up, tear down and damaged items will all be an extra charge.