



1-844-Lees-Ice

### Event Details Form

#### ***Delivery Information:***

Company Name: \_\_\_\_\_

Name of the Event: \_\_\_\_\_

Requested Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_

Requested Pick-Up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

#### **Ice Needs:**

Equipment Rental: Yes \_\_\_\_\_ No \_\_\_\_\_

Ice Quantity: Poundage \_\_\_\_\_ OR # of bags (20lbs) \_\_\_\_\_

Delivery Notes: \_\_\_\_\_

*\*If an additional ice delivery is required a \$50 delivery fee will be added\**

#### ***Billing Information:***

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

#### ***Payment Information:*** Select Payment Method

Credit Card (3% processing fee)

Check

***\*\*All events must be paid in full prior to delivery. If paid by credit card, a 3% processing fee will be added to the invoice.\*\****



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### Authorization for Credit Card Use

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ Discover \_\_\_\_\_ AmEx \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Card Identification Number: \_\_\_\_\_ (3 or 4 digit

CVV number) **Amount to Charge:** \$ \_\_\_\_\_ (USD)

I authorize **Lee's Ice** to charge the amount listed above to the credit card provided herein. I agree to pay for this purchase in accordance with the issuing bank cardholder agreement. Cardholder – Please Sign and Date

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

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## Equipment Rental Authorization & Liability Agreement

By renting an ice merchandiser from Lee's Ice, the customer agrees to the following terms:

1. **Proper Use & Care:** The customer is responsible for ensuring the merchandiser is used correctly, including keeping the doors closed when not in use to maintain proper temperature.
2. **Electrical Requirements:** The merchandiser must be plugged directly into a grounded outlet. **If an extension cord is necessary, a 10 gauge cord, no more than 20 feet may be used.** Anything longer, or not a proper gauge, may result in damage or malfunction. The customer assumes full liability for any issues arising from improper electrical connections.
3. **Restocking Fee:** A restocking fee may be applied for any returned ice, so long as it is in full pallet wrap, and integrity of the ice is not compromised. (i.e, not melted, ripped, fallen over, etc.) The restocking fee is up to management's discretion.

By signing below, the customer acknowledges that they have read, understood, and agreed to these terms.

Customer Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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