



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: _____

*****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.*****



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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