

# INVENTORY SHEET



Name \_\_\_\_\_ Date \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_

Scheduled Pick Up Date and Time \_\_\_\_\_  a.m.  p.m.

Scheduled Drop Off Date and Time \_\_\_\_\_  a.m.  p.m.

The following is a list of items that you may give Point Laundry Pickup & Delivery to launder. Please indicate the amount of each item that you have given us to service next to the item description. If you have special care instructions for any of the garments that are given to us for service, please indicate this information in the Special Care section of this sheet. Please feel free to write any additional comments in the additional comments space.

ITEM DESCRIPTION	# OF ITEMS	SPECIAL INSTRUCTIONS
T-shirts	_____	_____
Long-sleeve shirt	_____	_____
Button down shirt	_____	_____
Sweaters	_____	_____
Jeans	_____	_____
Pants	_____	_____
Shorts	_____	_____
Sweatpants	_____	_____
Sweatshirts	_____	_____
Towels	_____	_____
Sheets	_____	_____
Pillow cases	_____	_____
Underwear	_____	_____
Socks (each sock)	_____	_____
Other	_____	_____

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date & Time: \_\_\_\_\_

*\* By signing this form, you agree to any and all terms and conditions as stated in your service agreement. This includes your agreement that any poundage in excess of your chosen service plan will be billed by Point Laundry Pickup & Delivery Service to the Credit Card on file at the rate stated in the current listed rates located at [www.PointLaundry.com](http://www.PointLaundry.com). Please feel free to contact us at anytime at 517-351-0393.*

**INSTRUCTIONS:** Complete Laundry Inventory Form, Give One to Driver, and Keep One For Your Records