

Name and Date

Email Address

Phone Number

Scheduled Pick Up Date and Time

Scheduled Drop Off Date and Time

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.

| <u>Item Description</u> | <u># of Items</u> | <u>Special Instructions</u> |
|-----------------------------|-------------------|-----------------------------|
| 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

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