



**WWW.A1TABLECLOTH.COM**

**(P)** 1.800.727.8987 **(E)** info@a1tablecloth.com

450 Huyler Street Suite 105, South Hackensack, NJ 07606

## **THANK YOU FOR YOUR INTEREST IN A1 TABLECLOTH**

Enclosed are the forms to setup your account. Please take a moment to review.

**Page 2** - Credit card authorization form. Must be filled out for all accounts.

**Please Note:** If you have already placed an order with us, please check **ORDER PENDING**

**Page 3** - Order form. Fill it in and send it back to us. For frequent ordering, fill in your company information and save it to your machine - a prepopulated form saves you time!

**Page 4** - How We Operate. Please review for a description of terms, policies and our Rental Program.

**E-MAIL: [INFO@A1TABLECLOTH.COM](mailto:INFO@A1TABLECLOTH.COM) or FAX: (201) 727.8988**

Thank you,

**A1 TABLECLOTH**



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CREDIT CARD AUTHORIZATION - NEW CREDIT CARD

(Please print or type)

ORDER PENDING

PLEASE CHECK ONE:

Credit Card - Charge all orders to my credit card.

C.O.D. - Send orders COD.

CREDIT CARD INFORMATION IS PROVIDED AS SECURITY FOR BOUNCED CHECKS OR NON-PAYMENT OF INVOICES (INCLUDING LATE RETURNS AND REPLACEMENT FEES).

On Account - Bill my account with net terms. (Select only if terms are already established or fill out the credit application. Allow time for terms to be approved.)

CREDIT CARD INFORMATION IS PROVIDED AS SECURITY FOR BOUNCED CHECKS OR NON-PAYMENT OF INVOICES (INCLUDING LATE RETURNS AND REPLACEMENT FEES).

Prepay - Payment made by check a minimum of 2 business days prior to date of shipment.

ADDITIONAL DEPOSIT REQUIRED ON RENTAL ORDERS.

Company: \_\_\_\_\_ Contact: \_\_\_\_\_
Address: \_\_\_\_\_ Type of Business: \_\_\_\_\_
City: \_\_\_\_\_ Phone: \_\_\_\_\_
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_
E-mail(s): \_\_\_\_\_

HOW DID YOU HEAR ABOUT A1 TABLECLOTH?

Magazine: \_\_\_\_\_ Referral: \_\_\_\_\_
(Company Name)
Trade Show: \_\_\_\_\_
(Phone)

Name on Card: \_\_\_\_\_ Corporate: \_\_\_\_\_ Personal: \_\_\_\_\_
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
Billing Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_
Visa Mastercard Amex Discover

I authorize A1 Tablecloth Company to charge my credit card for an amount equal to any orders placed by my authorized agent(s) or me. Should A1 agree to accept my company check, I agree to allow my credit card to be charged for any bounced check(s) plus a \$30.00 returned check fee and invoices related to the late return and replacement fees of rental orders due to non return or return of damaged items.

Note: Prices on A1 Purchase and Rental charts reflect a 2.4% discount for cash, check or money orders. You may request a separate price list if paying by credit card. Funds are held on credit cards / debit cards until transaction settles.



**ORDER FORM**

(Do not combine rental and purchase on same order. Use separate order form.)

**ORDER TYPE:**    **RENTAL:**                    **PURCHASE:**                    **SAMPLE:**                    **Quote only:**                    **Revision:**

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

Name: \_\_\_\_\_ Ship To: \_\_\_\_\_

Phone: \_\_\_\_\_  
(If Different From Billing Address)

State: \_\_\_\_\_ Your PO#: \_\_\_\_\_

Date Required: \_\_\_\_\_ E-mail: \_\_\_\_\_  
(Must Be Filled In)

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

**A1 USE ONLY**

**SHIP DATE:** \_\_\_\_\_ **SHIP VIA:** \_\_\_\_\_

Quantity*	Size*	Fabric*	Color / Color#

\*Skirts must be purchased in pairs by color.  
 \*Napkins to be ordered by the dozen (purchase) or by the piece (rental).  
 \*If purchasing 90" X 132" or 90" X 156", indicate rounded or square corners  
 \*If purchasing spun in Black, White or Ivory; indicate 72" or 90" center width

**Orders will be confirmed via e-mail or fax**

**Comments:** \_\_\_\_\_






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## HOW WE OPERATE

- Orders will be processed as received. All verbal orders are considered firm. E-mail confirmations will be sent on all orders.
- Any changes or cancellation requests are subject to approval. No changes or cancellations can be made on custom items (custom sizes or items that are not on our rental price list), or orders shipping same day.
- A non-refundable deposit may be required for custom items.
- There will be a one-time, non-refundable pattern charge for specialty chair covers, odd-shaped tablecloths, and other items that require a special pattern. Fee will vary depending on pattern. Minimums may apply.
- For hem finish add 10% for cloths and \$3.00 per dozen napkins.
- Patterns are not matched on seamed cloths unless specifically requested and will be at an additional charge.
- FOB South Hackensack, NJ
- A1 is not responsible for late, lost or misdirected deliveries due to freight carrier errors.
- A1 will not be held responsible for shade variations from order to order or color variation due to dye lot differences.
- If boxes are damaged or missing, notify A1 within 24 hours.
- A handling fee of \$6 is assessed on all boxes leaving A1 factory.
- Prices and terms are subject to change without notice.
-  Flame Resistant: It has passed the NFPA (National Fire Protections Association) 701 test for flame resistance. (Please confirm this satisfies the requirements of your local ordinances as requirements vary from town to town. A certificate can be supplied for review.)

## HOW OUR RENTAL PROGRAM WORKS

- We will ship the goods to arrive on, or before, the date you request them. Rental period is 7 days.
- You pay for the shipping & handling. A1 will pay for return shipping on orders over \$25.00 within the continental US.
- We include 1 duffel bag per box shipped to return your items. Use the UPS return labels (RS) provided. We recommend taking advantage of our 7-day rental period allowing for receipt several days prior to use to account for potential delays in shipping and/or damage from freight carrier.
- One of the boxes will include a clear plastic envelope containing:
  1. Return instructions
  2. Packing slip
  3. Return Label (RS) – one per box shipped. When you are finished with the rental, place the cloths in the duffel provided. Put the RS label INSIDE the clear extended pocket. A1 WILL ACKNOWLEDGE RECEIPT OF ONLY THOSE ITEMS RETURNED WITH THE RS RETURN LABELS PROVIDED WITH EACH SPECIFIC ORDER. Additional fees may apply to orders returned with RS labels not belonging to that order.
  4. Bring the duffel to UPS or call UPS at 800.PICKUPS (800.742.5877) for a pickup. They may charge you a nominal pickup fee. UPS will take the duffel and we will absorb the return freight.
  5. If an additional label is needed, the charge is \$15.00. **Do not send duffel bags back to A1 C.O.D.** Any C.O.D freight charges will be billed back to your account.
- You are responsible for getting the linens to UPS at the end of the seven-day rental period. Non returned linens will incur weekly rental fees.
- Items returned damaged will be charged replacement fees.

## TERMS OF PAYMENT

- C.O.D.
- Net 30 days with approved credit.
- Prepay.
- AMEX, Discover, Visa & MasterCard are accepted. Charge back fee may apply on any disputes. Prices quoted reflect a 2.4% discount for money order and checks. This discount does not apply to credit cards.
- Returned check(s) will be assessed the check amount plus \$30.00 returned check fee and will be billed to the credit card on file.

## RETURN POLICY

- 50% restocking fee on non-specialty Items. Does not apply to rental orders. No returns will be accepted on custom items (custom sizes or items that are not on our rental price list).
- Returns are not accepted without a Merchandise Return Number (MR#), which must be issued by A1.
- Credits are issued when incorrect / damaged merchandise is returned and inspected.
- Customer is responsible for return shipping.