

**OFFICE USE ONLY**

Service Color \_\_\_\_\_  
 Invoice # \_\_\_\_\_  
 Mileage \_\_\_\_\_



PO Box 1511  
 Deerfield Beach, FL 33443-1511  
 P 954.593.6277  
 www.954pressnfold.com

**OFFICE USE ONLY**

Date \_\_\_\_\_  
 New Client  Existing Client  
 Referred By \_\_\_\_\_  
 Discount Given \_\_\_\_\_

**PICK-UP FROM**

Name \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**DAY & TIME** \_\_\_\_\_ **SAME DAY SERVICE**  Yes  No

Front/Back Porch  , Front/Back Patio  , Garage  , Office  , Other \_\_\_\_\_

**DELIVER TO**

Same as pick-up

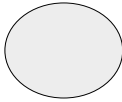
Name \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**DAY & TIME** \_\_\_\_\_

Front/Back Porch  , Front/Back Patio  , Garage  , Office  , Other \_\_\_\_\_

**Pick-Up: 8 AM-12PM Delivery: 5PM-7PM**

WOMEN	MEN	CLOTHING ITEM	PRICE PER ITEM	WASH ADD 50¢ PER ITEM	QTY & TOTAL	SPECIAL CARE INSTRUCTIONS						
						STARCH	NO STARCH	FOLD	CREASE	HANG	FRAGRANCE	NO FRAGRANCE
		Suit (2-piece Jacket +Pants-Skirt)	\$3.50		/							
		Coat-Jacket-Blazer	\$1.75		/							
		Shirt- Dress-Casual-T-shirt-Polo	\$1.75		/							
		Sweater or Vest	\$1.75		/							
		Dress-Jumper-Jumpsuit	\$1.75		/							
		Skirt-Skort	\$1.75		/							
		Shorts-Capris (Dress-Casual)	\$1.75		/							
		Pants-Cargo (Dress-Casual)	\$1.75		/							
		Jeans	\$1.75		/							
		ALL Children's Clothing	\$1.25		/							
		Choir Gown or Bath Robe	\$3.00		/							
		Work Uniform-Scrubs (2-pcs)	\$3.50		/							
		Towels-Bath-Hand- Wash Cloths	\$2.00		/							
		Handkerchief-Napkin-Doily-Apron	\$1.50		/							
		Pillowcases (ALL SIZES)	\$2.00		/							
		Sheet-Bedskirt-Furniture Cover	\$8.00		/							
		Comforter-Throw-Duvet	\$10.00		/							
		Tablecloth or Tablerunner	\$4.00		/							
		Curtains or Drapes (per panel)	\$5.00		/							
		O T H E R										
<b>TOTAL ITEMS</b>		<b>SUB-TOTAL</b>			<b>COMMENTS</b> _____ _____ _____ <b>Are any items damaged (ex: missing buttons, rips, tears, permanent stains, broken zippers etc...)? Explain</b> _____ _____ _____							
		Discount -										
		Surcharge +	\$3.00									
		<b>SAME DAY SERVICE (ADD \$10.00)</b>										
		<b>TOTAL CHARGES</b>										

**DAMAGED ITEMS**

It is your responsibility to inspect ALL items before they are picked up for servicing. We will not assume responsibility for those items received with damage (ex: missing buttons, broken zippers, rips, tears or previous scorch marks). ALL items will be re-checked upon arrival at our premises. If any damage has been noticed, we will immediately notify you & a DETAIL TICKET will be attached to the item(s). It is your decision as to whether you want the item(s) serviced. In the very unlikely event that an item or items are damaged in our care, our REPLACEMENT POLICY is : the damaged item(s) will be replaced with an identical item or another item of equal value. Certain restrictions apply.

954 Press n' Fold  
PO Box 1511  
Deerfield Beach, FL 33443-1511

Date: [Debtor's name]  
[Address:  
Street  
City, State, Zip]

Re: Insufficient funds - Check No.: \_\_\_\_\_ Amount: \_\_\_\_\_

Dear [Debtor's name],

Thank you for your payment on \_\_\_\_\_, (Check # 1023 for the amount of \$400.) Unfortunately, it was returned to us for insufficient funds. Please remit the full payment, plus a \$25.00 service fee for the returned check by \_\_\_\_\_ to avoid any additional charges. If you have any questions, please feel free to contact us at 954.593.6277.

Sincerely,

Kristen J. Mays  
Customer Service Manager  
954 Press n' Fold