

By Arrangement Order Confirmation & Declaration of Intent

Please print out and return this form together with a cheque, made payable to 'Jean Dalglish', to:
Jean Dalglish, By Arrangement, 37 Market Place, Thirsk, North Yorkshire YO7 1HA

I enclose a cheque for £ _____ being 50% of the cost of the basic *Equipment Hire* charge by way of a desposit to secure my order as follows:

Function

Place

Date

Equipment

Ref	Description	Hire Charge per item per week	Quantity	Total Amount
		£		£
		£		£
		£		£
		£		£
		£		£

(Please tick if required) **'Guidelines for Flowering-up Candelabra'** **Free** **1** **£ 0**

Total

£

Declaration:

- In the event of cancellation by me of this order or any part of it later than four weeks before the scheduled date of delivery to me, I understand that 50% of the hire charges relating to the cancelled items must be paid for
- I understand that all losses, breakages and other damages must be paid for in full
- I hereby agree to return the *Equipment* in a clean condition by removing all the candle wax and dead candles from the *Candelabra* candle-cups and holders, *Candle Sticks* and/or *Pillar-candle Holders*; and/or by carefully removing all candle wax and dead candles from all glass *Vases*, *Storm Lanterns* and/or *T-Light Holders* and/or by carefully washing and drying out all glass, etc, before boxing up in accordance with '[Refurbishment & Boxing-Up Instructions](#)' as supplied by *By Arrangement*. I understand that in so far as this work may not have been carried out by me, an additional charge will be made to cover it
- I undertake to pay in full the balance of all outstanding charges due within 30 days of receipt of final invoice

Signed

Date

Name (BLOCK LETTERS)

Address

Postcode

Telephone (Home/Work/Mobile):

Email