Dish rental checklist

Out and back in

Order no.			
Customer		**Phone**	
Event address	Venue, street and city		
Delivery	____ / ____ / _____ ____ : ____	**Pickup**	____ / ____ / _____ ____ : ____
Comes back	☐ Scraped and rinsed, in its racks ☐ Washed		
Deposit received		**Racks and crates**	out _____ back _____

Item	Replacement cost	Out	Back OK	Broken	Missing	To deduct
Dinner plates						
Salad plates						
Dessert plates						
Soup bowls						
Coffee cups						
Saucers						
Wine glasses						
Water goblets						
Champagne flutes						
Dinner forks						
Salad forks						
Dinner knives						
Teaspoons						
Serving platters						
Pitchers						
					Total to deduct	
					Deposit refunded	

Notes: Pieces already chipped or marked, what's missing and when it comes back

At delivery: I received what the Out column says	**At pickup: we counted together what came back**
Received by (signature and name)	Returned by (signature and name)

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