



Formalwear Checklist

Having so many people to keep track of can be difficult, use this checklist to document your rental information



VENDOR CONTACT INFO:

VENDOR 1 _____

VENDOR 1 _____

THE BASICS

VENDOR 1

VENDOR 2

Description of what you're renting: _____

Designer/Manufacturer's Names: _____

Are there any special perks? _____

Cancellation and Refund Policy: _____

ORDERING INFORMATION

VENDOR 1

VENDOR 2

Colors _____

Fabrics _____

Accessories (cufflinks, shoes, vest, etc.) _____

of Tuxes Ordered _____

Pickup Date ____/____/____ TIME: _____

Late Return Fee \$ _____

Deposit Amount Due \$ _____

Balance and Final Due Date \$ ____/____/____