

# Walton Lodge Linen Services

## Service Agreement

This is a service agreement between **123 HOTEL** and **WALTON LODGE LINEN SERVICES**, it is not a binding contract.

### Installation Date and Initial Stock Quantities

We will make the first delivery to 123 Hotel on Monday 11 August 2003.

The following quantities of linen will be delivered:

Double sheets	70
Single Sheets	180
Pillow Cases	160
Bath Towels	170
Tablecloths 54" x 54"	30

### Order Process

Please fax (020 7738 3437), or telephone (020 7274 2013), all orders by 3pm the day before the delivery.

If we do not hear from you by 3 pm the day before delivery, we will revert to the standing order quantities as follows:

Double sheets	20
Single Sheets	60
Pillow Cases	50
Bath Towels	120
Tablecloths 54" x 54"	10

### Delivery Days

We will deliver clean linen on Mondays and Thursdays and pick up the soiled linen at the same time.

### Invoicing Process

We will send weekly invoices and statements. Payment falls due on the 15<sup>th</sup> of the month following delivery of the linen.

### Stock Levels and Storage

Please maintain sufficient stock at all times to ensure that, in the unlikely event of a one day delay in delivery, you will be able to operate effectively.

Please also ensure that the linen (both clean and soiled) is stored in a secure place and that the linen and soiled linen bags are not in contact with bare concrete.

### Abused Linen

Please ensure that bed linen and towelling is not used for cleaning purposes. Any abused linen (including concrete marks) will be invoiced. We can provide rags should you require them.

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I/We have read and understood our responsibilities.

On behalf of **123 HOTEL**

Signed ..... Dated.....

Print Name .....

On behalf of **WALTON LODGE LINEN SERVICES**

Signed ..... Dated.....

Print Name .....