**Thank you for choosing Potter’s Potties. We are excited to be working with you. Please complete this form to process and confirm your order.**

Important!!!

1. All special event orders that fall on a weekend will be delivered on Friday and picked up on Monday unless other arrangements are made. Additional charges may apply.
2. All units must be placed within 30 feet of the delivery truck. Please direct all questions concerning placement to the Special Events Coordinator.

**Special Event Order Form**

|  |  |
| --- | --- |
| Customer: | Contact: |
| Email: | Phone: |

**Site Information**

|  |  |
| --- | --- |
| Site Contact: | Contact Phone: |
| Site Address: | Setting Instructions: |
| Date requested: |  |

Specific Delivery Instructions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Unit Information – circle or highlight type and indicate quantity requested**

|  |  |  |
| --- | --- | --- |
| Standard Unit ­­­­\_\_\_\_ | Handicap Unit \_\_\_\_ | Dual Sink \_\_\_\_ |
| Flushable Unit w/ Sink \_\_\_\_ | Hand Sanitizing Station \_\_ | Exclusive Executive Event Trailer |

**Billing Information**

|  |  |
| --- | --- |
| Contact Name: | Contact Phone: |
| Email Address: | PO# / Order# |
| Address: | \*\* Please note that we are an earth friendly company and will email all invoices and communications unless special accommodations are requested\*\* |

**Credit Card Information**

We accept Visa, Mastercard, American Express and Discover

|  |  |
| --- | --- |
| Type of Card: | Name on Card: |
| Card Number: | Expiration Date: |
| CVV Code: |  |

**Payments will be processed immediately to finalize your reservation.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please email your completed form to amy.potterspottiesllc@gmail.com**