

Check List

To Place an Order & Guarantee Quoted Price

- Signed Rental Agreement within 14 days of receiving official quote or placing an order on line
- Signed Initial Order within 14 days of receiving official quote or placing an order on line
- 50 % Deposit within 48 hours of Signed Agreement in order to guarantee Quoted Price

Finalize

- Additional items can be added and guaranteed 90 days prior to the event
- For local customer "Plan B" must be submitted in writing to Rituska Inc 90 days prior to the event (optional)
- Last day to cancel the contract and not be responsible for the remaining of the charges, excluding custom made and personalized items – 90 days prior to event.
- Last day to cancel the contract and not be responsible for 70% remaining charges, excluding custom made and personalized items – 60 days prior to event.
- Last day to cancel the contract and not be responsible for 50% remaining charges, excluding custom made and personalized items – 30 days prior to event.
- Additional services by Rituska Inc can be added and guaranteed 90 days prior to the event
- For non-local customer Signed Rental Items Guidelines Document must be returned to Rituska Inc within 21 days of event
- For non-local customer s -Final counts and any substitutions must be submitted in writing to Rituska Inc within 21 days of the event.
- For local customers - Final counts and any substitutions must be submitted in writing to Rituska Inc within 14 days of the event.
- For local customer Final counts and any substitutions must be submitted in writing to Rituska Inc within 14 days of the event.
- For local customer Signed Rental Items Guidelines Document must be returned to Rituska Inc within 10 days of event
- Finalize your pick-up date and time 7 days prior to the event

___ Finalize your drop-off or pick-up date and time on the date of pick-up or drop-off

Non-Local Customers Only – Damaged, Missing , Incorrect Items

___ Inform Rituska Inc of any damaged, missing or incorrect items within 24 hour or delivery acceptance in writing with photos

Return

___ For local return by Client - 3 days after the event date

___ For local return by Client - full amount of damaged & missing items price will be charged to your credit card on 10th day.

___ For Non-local return by Client – within 15 days of receipt of Rental Items

___ For Non-local Client – full amount owed for unreturned items will be charged to your credit card 31st day from the receipt of your items

Photography

___ Last day to submit 15 professional photos to Rituska Inc before getting charged \$50 credit provided – 30 days after the event.