

# ERIE ICE WORKS ORDER FORM

*A PROFESSIONAL ICE CARVING COMPANY*

*P.O. Box 9491 Erie, PA 16505*

Tel: (814) 796-7231 or (814) 449-8584

[www.erieiceworks.com](http://www.erieiceworks.com)

Email : [info@erieiceworks.com](mailto:info@erieiceworks.com) or [bill@erieiceworks.com](mailto:bill@erieiceworks.com)

Contact Information		
Name & Address:	Today's Date:	
	Contact Name:	
	Phone:	
	Email:	

Event Details
Event Day, Date and Time:
Delivery Time (circle one): 9am 10am 11am 12am 1pm 2pm 3pm 4pm 5pm 6pm 7pm
Venue Name & Address:

Your order will be produced to the information provided on this form. To avoid disappointment, please ensure that you have correctly filled out and reviewed your order.

**Included:**

- White Lights to illuminate your sculpture
- Drip Pan

**Not included, but may be added to your order:**

- Box of 25 Ice Shot Glasses (\$75.00)
- Bags of Cubed Ice (\$7.50 per bag)
- Table Top (Center Pieces) Drip Trays (Market)
- LED Lighting for Table Top Display Trays (Market)
- Colored Lights to illuminate your sculpture (Market)
- Return For Ice Breakdown And Removal of Carving (\$75.00)

Please include all costs that apply to you

<b>Order Details</b>			
Qty	Description	Drinks luge?	\$ Price

**Payment Details:**

- Deposit (50% of the total price) is due at the time the order is placed.
- Balance must be received at least 7 working days prior to delivery.
- NO REFUNDS if order cancelled within one week prior to event.
- Erie Ice Works retains the right to apply cancellation charges.
- Last minute orders will be accepted, but a limited sculpture selection may apply.
- Payment will not be accepted the day of delivery unless prior arrangements for payment have been made. If arrangements have not been made, carving will not be delivered or set up.
- Erie Ice Works reserves the right to cancel an order at any time if the customer fails to make timely payments or misrepresents financial ability in acquiring services.
- Our payment terms relate to customers without credit account facilities.
- Payment Accepted: Cash, Check, Visa, Mastercard or Paypal.
- Make checks payable to Erie Ice Works.

**TERMS & CONDITIONS**

- We suggest that deliveries be made within an hour prior to viewing or guests arriving for optimal ice tempering.
- We strive for 100% on-time deliveries. Erie Ice Works takes no responsibility, nor will we pay any compensation, for lateness due to circumstances beyond our control.
- Sculptures and luges generally weigh approximately 200lbs so they must be placed on sturdy four legged tables.
- Erie Ice Works cannot accept liability for any injury arising from the misuse of sculptures or luges once delivery has been accepted and signed for by customer.
- Erie Ice Works will supply both a drain tray and white light.
- The customer will supply a drain bucket (the facility will usually supply one at no charge), and is responsible for the disposal of sculpture or luge at the end of the event unless otherwise agreed.
- Any problems relating to a sculpture or luge must be reported within 3 hours of delivery. We cannot accept complaints after that time.

- Sculptures and luges should not be set up in direct sunlight as this can cause cracking, and should be dismantled no more than 7 hours after set up.
- *Luge Information:*
  - Luges are designed to be used with alcohol so that the channel does not freeze. They may be adapted for use with soft drinks, so please inquire as to this at time of order.
  - Please remove the wire insert in the channel before use.
  - The luge must never be used straight from the freezer. It should be left out for approximately 60-90 minutes to avoid cracking.
  - Due to the varying nature of designs, the drink run may be either surface or internal.

Deposit Payment	Date	Amt \$	Cash / Check / Credit	
Balance Payment	Date	Amt \$	Cash / Check / Credit	
<b>Credit Card Details</b>				
Credit Card Number			Exp Date & CSC	
Cardholder Name				
Statement Address				

I confirm that this order has been reviewed for accuracy and this contract has been read carefully, including the Terms & Conditions above, and I agree they will be strictly adhered to.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please retain a copy of this order for your records, and return all pages with payment to Erie Ice Works.

*Remit Payment To:*

Erie Ice Works Co.  
P.O. Box 9491  
Erie, PA 16505

Thank You