

Nationwide Clean By Mail Service Order Form

NATIONWIDE CLEAN BY MAIL
United States

COMPLETE THIS FORM. PRINT. SIGN. THEN INCLUDE WITH YOUR ITEM(S)

Part 1 - Personal Information

Personal Details			
First Name	<input type="text"/>	Email	<input type="text"/>
Last Name	<input type="text"/>	Cell Phone	<input type="text"/>

Residential Address			
Street Address	<input type="text"/>	State	<input type="text"/>
City	<input type="text"/>	Zip Code	<input type="text"/>

Postal Address (if different from residential)			
Street Address	<input type="text"/>	State	<input type="text"/>
City	<input type="text"/>	Zip Code	<input type="text"/>

Shipping Address (if different from residential)			
Street Address	<input type="text"/>	State	<input type="text"/>
City	<input type="text"/>	Zip Code	<input type="text"/>

Shipping Address outside the US**			
Street Address	<input type="text"/>	Country	<input type="text"/>
City	<input type="text"/>	Postal Code	<input type="text"/>
Province/County	<input type="text"/>		

** Use this as your shipping address if you live in the US but require that your order be shipped to an address outside the US

Supplementary Information

Is your shipping address a residence or a business?

Residence ☐ Business ☐

If your garments and/or other pieces are being shipped to your residence and no one is likely to be at home to take personal delivery of those boxes, where does the carrier (Post Office, UPS, FedEx and the like) typically leave your boxes?

Are you comfortable with this delivery location option?

Yes ☐ No ☐

Order Details

Have any of your fine garments and/or other pieces been processed at home or by another cleaner after their last usage?

Yes ☐ No ☐

Did you or the other cleaner use chlorine or any other type of bleach (Clorox, OxyClean and the like) during processing?

Yes ☐ No ☐

If yes, please provide details...

Distribution Options

Please select one

- ☐ Hold for pick up by me at your facility
- ☐ Deliver to me as part of my regular pickup and delivery service
- ☐ Ship to me by carrier

Shipping Carrier Details

Do you have your own shipping account?

Yes ☐ No ☐

IF YOU ANSWERED YES...

Identify your shipping carrier

United Parcel Service ☐ Federal Express ☐

Name on your
shipping account

Account Number

Preferred
shipping method

(e.g., Ground, 2 Day, etc.)

IF YOU ANSWERED NO...

Identify your preferred shipping carrier

United States Postal Service ☐ United Parcel Service ☐

If the shipping carrier you prefer is more expensive than the other carrier, should we override your selection and ship via the most economical shipping carrier?

Yes ☐ No ☐

Carrier Insurance Details

Do you want additional insurance beyond the \$50 per box insurance provided by the USPS at no additional charge or the \$100 per box insurance provided by UPS at no additional charge?

Yes ☐ No ☐

If yes, please identify the approximate value of each item on the Inventory of Items Sent Form (Part 2). This will ensure that the correct insurance value is ascribed to each box if you sent in multiple pieces and more than one shipping box is required.

Did you identify the values?

Yes ☐ No ☐

Credit Card Details

If you do not wish to enter your credit card information when completing this form, please enter CALL FOR CREDIT CARD INFORMATION in the credit card number field.

Please note: Once we enter your credit card information in our computer system, no credit card information is visible other than the last 4 digits of your card number and the expiration date. Furthermore, once that information is entered, the entire card number and security code is never retrievable by or visible to any party.

Please note: We will not commence service or ship an order unless we have a valid credit card on file.

Please note: The service charge for each item will be detailed on a separate invoice attached to each item.

The total charge for all your items will be charged to your credit card as a single transaction ON THE DAY your items are shipped. A credit card receipt for the service charges will be attached to the outside of your shipping box (in a plastic pouch).

The total of the carrier cost, carrier insurance charges (if any) and shipping box charges for all boxes shipped (there could be more than one box shipped) will be charged to your credit card as a single transaction within one to three days AFTER THE DAY your items are shipped.

Full name on credit card

Card number

Expiration Date

Security Code

Your signature (please sign after printing out this form)

Part 2 – Inventory of Items Sent

Optional Detailed Item Descriptions

Number of items sent

Do you want an estimate?

Yes ☐ No ☐

Description:	Notes	\$ value
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

For more items, please attach a supplementary sheet.

Part 3 - Personal Preference Profile

You should complete this section on the first time you ship to us. There's no reason to complete this section on subsequent occasions unless there has been a change in one or more of your preferences. If any information has changed, please highlight these changes with a highlighter pen.

Ladies Garments

Ladies Shirt/Blouse Laundry

Starch

- ☐ None ☐ Light ☐ Medium
(not recommended;
please reconsider)
- ☐ Heavy
(not recommended;
we will decline service)

French Cuffs

- ☐ Flat ☐ Fold roll ☐ Fold press
(not recommended;
please reconsider)

Sleeves

- ☐ Rolled ☐ Creased
(not recommended;
please reconsider)

Collar Supports

- ☐ Insert supports ☐ No supports

Collar Stays

- ☐ Replace all missing or bent stays ☐ No stays

Packaging

- ☐ Hangers ☐ Hand folded

Other Information

Enter other ladies shirt/blouse laundry detail here

Ladies Dry Cleaning/Wet Cleaning

Finish on cottons/linens

- ☐ Soft press ☐ No sizing ☐ Light sizing

Fold/hang ladies slacks

- ☐ Fold slacks over strut hanger ☐ Clip slacks
lengthwise at waist

Creases on ladies slacks

- ☐ No creases on any slacks ☐ Crease all slacks
- ☐ Crease slacks with pre-existing creases/No creases on
slacks with no pre-existing creases

Fold/hang ladies jeans

- ☐ Fold jeans over strut hanger ☐ Clip jeans
lengthwise at waist

Creases on ladies jeans

- ☐ No creases on any jeans ☐ Crease all jeans
- ☐ Crease jeans with pre-existing creases/No creases on
jeans with no pre-existing creases

Other

- ☐ Use client supplied hangers ☐ No tissue in sleeves

Other Information

Enter other ladies dry cleaning/wet cleaning details here

Men's Garments

Men's Shirt Laundry

Starch

- ☐ None ☐ Light ☐ Medium
(not recommended;
please reconsider)
- ☐ Heavy
(not recommended;
we will decline service)

French Cuffs

- ☐ Flat ☐ Fold roll ☐ Fold press
(not recommended;
please reconsider)

Sleeves

- ☐ Rolled ☐ Creased
(not recommended;
please reconsider)

Collar Supports

- ☐ Insert supports ☐ No supports

Collar Stays

- ☐ Replace all missing or bent stays ☐ No stays

Packaging

- ☐ Hangers ☐ Hand folded
(95% of men's laundered and dry cleaned dress
and casual shirts are returned hand folded)

Other Information

Enter other men's shirt laundry details here

Men's Dry Cleaning/Wet Cleaning

Finish on cottons/linens

- ☐ Soft press ☐ No sizing ☐ Light sizing

Fold/hang men's trousers

- ☐ Fold trousers over strut hanger ☐ Clip trousers
lengthwise
at waist

Creases on men's trousers

- ☐ No creases on any trousers ☐ Crease all trousers
- ☐ Crease trousers with pre-existing creases/No creases
on trousers with no pre-existing creases

Fold/hang men's jeans

- ☐ Fold jeans over strut hanger ☐ Clip jeans
lengthwise at waist

Creases on men's jeans

- ☐ No creases on any jeans ☐ Crease all jeans
- ☐ Crease jeans with pre-existing creases/
No creases on jeans with no pre-existing creases

Other

- ☐ Use client supplied hangers ☐ No tissue in sleeves

Other Information

Enter other men's dry cleaning/wet cleaning details here

Fine Linens

Bed Linens

- ☐ Hang lengthwise on an 18 inch wide tube hanger
- ☐ Hand fold on a flat Coroplast® acid free board
(with a minimum of folds)
- ☐ Hand fold in a thick 3 mil plastic bag
(with a minimum of folds)

Tablecloths

- ☐ Hang lengthwise on an 18 inch wide tube hanger
- ☐ Hand fold on a flat Coroplast® acid free board
(with a minimum of folds)
- ☐ Hand fold in a thick 3 mil plastic bag
(with a minimum of folds and cushioned with white, acid free tissue)

Table napkins, placemats and coasters

- ☐ Hand fold over a small tube hanger
(with a minimum of one light fold)
- ☐ Lay flat on a flat Coroplast® acid free board

**PRINT OUT THIS SERVICE ORDER FORM, SIGN AND
INCLUDE WITH YOUR ITEM(S)**

**SHIP TO:
RAVE FABRICARE
8480 East Butherus Drive
Scottsdale
Arizona 85260
USA**

Personal Preference Profile — Definitions

French cuffs — flat

French cuffs returned flat without a fold. All folded blouses and shirts are returned with flat French cuffs.

French cuffs — fold roll

French cuffs turned up with no crease. Button holes are aligned. RAVE cuff links are inserted.

French cuffs — fold press

French cuffs turned up with a straight light crease.

Please note: We do not offer this option. We will respectfully decline service.

Sleeves — rolled

No shoulder to cuff crease along the sleeve (with a crease along the bottom seam of the sleeve from underarm to cuff).

Sleeves — creased

A crease from shoulder to cuff along the sleeve (with a crease along the bottom seam of the sleeve from underarm to cuff).

Please note: We do not offer this option. We will respectfully decline service.

Collar support — insert supports

A V-shaped plastic collar support inserted into the top button of a blouse or shirt to prevent “collar droop”.

Collar support — no supports

No collar supports inserted into the top button of a blouse or shirt.

Packaging — hangers

Shirts returned on 18” wide white metal shirt hangers.

Packaging — hand folded

Shirts and blouses returned hand folded (never machine folded) and sealed in a 4 mil heavy duty plastic bag with a “built in” cushion of air. The complete packaging includes a thick, white board, white acid free tissue, a bubble-style V-shaped plastic collar support in the top button, and a plastic collar band on the inside of the neck and under the collar.

Soft press all cottons and linens

Garment is finished by hand using no sizing (sizing is to dry cleaned garments what starch is to laundered dress shirts) or water mist/vapor. The result is a semi-wrinkled fabric with no smoothness and no body/crispness.

No sizing all cottons and linens

Garment is finished by hand using no sizing (sizing is to dry cleaned garments what starch is to laundered dress shirts) and some water mist/vapor. The result is a smooth fabric with almost no body/crispness.

Light sizing all cottons and linens

Garment is finished by hand using some sizing (sizing is to dry cleaned garments what starch is to laundered dress shirts) and some water mist/vapor. The result is a smooth fabric with a light (but not stiff) body/crispness. Medium or heavy sizing is available on special request (although we do not recommend a medium or heavy sizing on cottons and linens).

Fold slacks/trousers/jeans over a strut hanger

All slacks/trousers/jeans returned folded over the bar of a strut hanger.

Clip slacks/trousers/jeans lengthwise at the waist

All slacks/trousers/jeans returned hung lengthwise from the waistband on a clip hanger that does not leave indents on your slacks, trouser or jeans.

All slacks, trousers and jeans with no creases are always returned in this manner (unless you specify otherwise).

All linen slacks, trousers and jeans are always returned in this manner ((unless you specify otherwise).

All shorts are always returned in this manner.

All linen slacks, trousers and jeans are always returned in this manner if the waistband is relatively large and the outer seam of the slacks, trousers and jeans is relatively short (because the distribution of the garment’s weight is concentrated in the waist area garments of this nature tend to fall off strut hangers quite easily).

We do not recommend hanging slacks/trousers/jeans lengthwise at the hem.

No creases on any slacks/trousers/jeans

All slacks, trousers and jeans that arrive at our facility with no creases are returned with no creases.

If slacks, trousers and jeans arrive at our facility with creases and your instruction is to return all slacks, trousers and jeans with “no creases”, we will remove the crease to the extent practical. If we have any questions as to the desirability returning a particular garment with no creases, we will contact you.

Crease all slacks/trousers/jeans

All slacks, trousers and jeans that arrive at our facility are returned with creases even if they have no creases on arrival. If we have any questions as to the desirability of returning a garment with a crease, we will contact you.

Fold sweaters over a strut hanger

All sweaters are returned folded over the bar of a strut hanger.

Because of the likelihood of stretching, it is not appropriate to hang a sweater or a knit vertically on a hanger. We will respectfully decline to clean and finish any sweater or knit if that request is accompanied by an instruction to hang the sweater or knit vertically on a hanger.

Fold sweaters flat in breathable sweater bag

All sweaters are returned, flat, carefully folded and cushioned with white acid free tissue in a breathable sweater bag.