

Dear Customer,

Thank you for having business with us and we wish you all the best on your special event.

Since you will not be cleaning the equipment after your service, would you please follow these instructions on how to repack all the equipment ready for our collection.

We would appreciate it if all the packaging material is not destroyed including the cardboard sheets that separate dinner plates, bowls, etc. as we intend for all our equipment to be contained as they were delivered. We endeavour to protect all our equipment while on transit.

**Dinner Plates, platters, teacup saucers**

- Wipe off any food particles from the dinner plates and make sure they are not wet/damp
- Pack them in **12 - 13 units** in each small box, i.e. as they came, separating them with cardboard sheets.

**Soup Bowls, dessert bowls, rice bowls, etc**

- Wipe off any food particles from the bowls and make sure they are not wet/damp
- Pack them in **6 - 12 units**, i.e. as they came separating them with cardboard sheets.

**Teacups, Mugs, Wine goblets, Champagne Flutes, Hi-ball, glass jars**

- Wipe dry any drink residue
- Repack as delivered and maintaining any partitioning to avoid breakages

**Cutlery and Utensils**

- Wipe off any food particles and place the cutlery back into the cases/packaging

**Chafing Equipment**

- Remove any fuel cans from the burners and put the lids back
- Scrap off any food particles/residue from the food pan and make sure they are not wet/damp
- Wipe dry the water cans
- Wipe off any food residue off the stand
- Before you insert water cans into another please put separators provided with the equipment to prevent them from getting stuck.

**Water Boilers/Urns, Soup kettle, Pump action airpots, decanters, teapots, etc.**

- Wipe off any beverage residue, water, etc. and make sure they are dry before packing them.
- Make sure the plug is covered and placed where it cannot be damaged or get wet.

Basically, all the equipment must be free of food/drink residue or dampness before they are repacked. All partitioning must be maintained to protect breakable equipment while in transit.

Once again thank you for using our service.

Kind regards

Party Equip

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