

Equipment Rental Order

Date: [Insert Date]

From: [Your Company Name]

Contact Person: [Your Name]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Rental Company Name]

Contact Person: [Rental Company Contact Name]

Email: [Rental Company Email]

Phone: [Rental Company Phone]

Rental Details

Event Date: [Insert Event Date]

Event Location: [Insert Event Location]

Requested Equipment

- [Equipment Item 1 - Quantity]
- [Equipment Item 2 - Quantity]
- [Equipment Item 3 - Quantity]

Rental Period

Start Date: [Start Date]

End Date: [End Date]

Payment Terms

[Insert Payment Details]

Additional Notes

[Insert any additional requests or information]

Thank you for your attention. We look forward to your confirmation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]