



**Student Concierge Services Dry Cleaning Service
School Order Form**

School & Address: _____

Contact Name and Details: _____

Collection Date, Time, Location: _____

Requested return date, Time, Location: _____

Invoice payable by: _____

Please complete the order form.

Item	Quantity	Dry Cleaning / Wash & Iron* Please specify	Comments eg. stain removal, mending
Blazer			
Long pant			
Short pant			
Shirt			
Tie			
Jumper			
Panama Hat			
Kilt			

Bed Linen	Quantity	Dry Cleaning/Wash & Iron* Please specify	Comments eg. stain removal, mending
Duvet cover			
Duvet single			
Sheets flat/fitted			
Pillow			
Pillow case			
Blanket			
Towel			

How does the service work?

1. Complete order form and email it to info@studentconciergeservices.com.au – note it is suggested you use a form for each Boarding House or Year Group.
2. SCS will send the school large labelled laundry bags for each Year Group or Boarding House (School Name & Boarding House or Year Group monogrammed onto bag). (No cost to school for the bag)
3. SCS will collect & return items on the date, time & location the contact person above has nominated. We can store the items over the term break if required.
4. SCS will send the school an invoice for payment.
5. We are able to provide students with an individual linen/laundry bag if that is preferred at an additional cost of \$30 each which includes the bag, monogrammed name/school/house/laundry no.