

**Event ID - 18234469**  
**Delivery/Customer Pickup**  
**(Green Sheet)**  
**Drop-Off**  
**Sun, Aug 20, 2023 10:00am**

**Important Times**

*Full Event Times:*  
*Sun, Aug 20, 2023 10:00am - Tue, Aug 22, 2023 10:00am*  
 Event: 10:00am-10:00am  
 Delivery/Pickup Time:  
 Sun, Aug 20, 2023 10:00am

**Event Location Address**



1345 Elk Ridge Road  
 Powellton, WV 25161

**Client Contact Information**

Terrance Adkins  
 Sycamore Surface Mine  
 1345 Elk Ridge Road  
 Powellton, WV 25161  
 Cell: (304) 989-0169  
 Office:  
 Home:

Amount Due: 1,693.75

**Packing List**

Rental Name	Rental Notes	Rental Quantity	Pulled By	Rental Image
Tent 40' x 40' Pole White <input type="checkbox"/> 16 - Side Poles 8' <input type="checkbox"/> 1 - 3 Piece Center Pole <input type="checkbox"/> 26 - Ground Stakes <input type="checkbox"/> 26 - 2" Ratchet Assembly <input type="checkbox"/> 1 - 40'x20' Grommet End <input type="checkbox"/> 1 - 40'x20' Lace End <input type="checkbox"/> 1 - Ground Tarp		1		
Chair Black Metal <input type="checkbox"/> <b>80 - Set Up Table and Chairs</b>		80		
Table Banquet Resin 8' <input type="checkbox"/> <b>10 - Set Up Table and Chairs</b>		10		

Event ID - 18234469 | Sycamore Surface Mine | Printed on 8/8/2023 2:10pm

**Event Notes** EN=Event Notes VN=Venue Notes CN=Customer Notes  
 EN:  
 VN:  
 CN:

**Additional Information:**  
 Sales Rep: Greg Harkins  
**Event Status: Quote**  
 Surface: Gravel  
**On Site Contact:**

**Delivery Checklist**

1.__Items Secured Correctly	5.__Photo Taken And Sent To Office
2.__Area Cleaned Up	6.__
3.__All Supplies Loaded Up	7.__
4.__Chairs And Tables Cleaned	8.__Order Picked By: _____

**SCAN**



TO TEXT  
SCAN



TO EMAIL

**Sending Set Up Images:**

1. Scan the needed QR Code.
2. Fill in Lead ID# with this number: **18234469**
3. Attach the image(s)
4. Send

If above method doesn't work, text images to 3045436101 with **18234469** included in the message.

HP

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2. \_\_ Area Cleaned Up

3. \_\_ All Supplies Loaded Up

4. \_\_ Chairs And Tables Cleaned

5. \_\_ Photo Taken And Sent To Office

6. \_\_

7. \_\_

8. \_\_ Order Picked By: \_\_\_\_\_

**SCAN**



**TO TEXT  
SCAN**



**TO EMAIL**

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*CGX*

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