

Portland Hospital Service Corporation

New Site Information Sheet

The following information must be provided in order for PHSC to provide linen service to a new location or site. Please complete the form fully and submit to dlark@phscorp.org. Note PHSC must be informed of new locations or sites a minimum of 6 weeks prior to opening. Please use additional sheets as if needed.

1 Name of Location

Street Address

City/State/Zip

2 Main Contact at Location

Phone Number

Fax Number

E-Mail Address

3 Opening Date

4 Delivery Frequency (i.e.,

Daily, Weekly, etc.)

5 Please List Linen Items
Needed & Quantities

Items

Quantity Per Delivery

6 Your Name

Title

Phone Number