



**NEW ACCOUNTS**

Show/Project Name \_\_\_\_\_

Feature \_\_\_ TV \_\_\_ Web \_\_\_ Commercial \_\_\_ Student/Short \_\_\_

Rental Contact Name:

(i.e. Prop Master, Set Decorator) \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Production Billing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Production Office Phone #: \_\_\_\_\_

Production Office Fax #: \_\_\_\_\_

FedEx / UPS Account # (if applicable): \_\_\_\_\_

Billing Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Pick Up Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Items to be rented/purchased: \_\_\_\_\_

\_\_\_\_\_

Payment Method: CASH \_\_\_\_\_ CHECK \_\_\_\_\_ CREDIT CARD \_\_\_\_\_ (w/Credit Card Auth. Form) PO\* \_\_\_\_\_  
(\*Credit Reference Sheet required to start a PO account)

Certificate of Insurance \_\_\_\_\_ or Deposit Check \_\_\_\_\_

For rentals up to \$500, a Deposit Check can be accepted in lieu of a Certificate of Insurance for "10 Times" the rental cost. (Example, \$500 rental = \$5,000 Deposit Check) Deposit Check will be returned when rentals are returned undamaged.

A Certificate of Insurance is required for Rentals over \$500 total.

**TRANSPORTATION:** For your safety, all rentals with significant size/weight REQUIRES a truck with a powered lift gate.