



Independent Studio Services  
9545 Wentworth Street  
Sunland, CA 91040

**Phone:** (818) 951-5600  
**Fax:** (818) 951-2850  
**Email:** accounts@issprops.com

# Credit Card Authorization

This letter is to authorize Independent Studio Services et al (ISS) to use the following credit card for COD orders and phone orders as per written instructions.

## INSTRUCTIONS

1. Fill out this form completely.
2. Make a copy of the credit card FRONT and BACK.
3. Make a copy of the cardholder's driver's license.
4. Fax all three documents to ISS: (818) 951-2850, or email them to accounts@issprops.com

## CARD INFORMATION

Company Name: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Driver's License No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_ Type of Card: \_\_\_\_\_

ISS Salesperson: \_\_\_\_\_

Deposit Amount Authorized\*: \$ \_\_\_\_\_

Rental Amount Authorized: \$ \_\_\_\_\_

Purchase Amount Authorized: \$ \_\_\_\_\_

Manufacturing Amount Authorized: \$ \_\_\_\_\_

\*The deposit amount will be authorized, with all holds being dropped after props have been returned and loss/damage charges have been paid. If the rented props stay out longer than the original rental period, your credit card will be charged the deposit. Deposits for all orders lasting longer than a two week rental period will be automatically charged. Deposits will be refunded only once all props have been returned, and all loss/damage and open invoices have been paid.

I hereby authorize Independent Studio Services et al (ISS) to use this card for payment of the above transaction(s). In the event that the props are not returned on the specified date, or if the props are lost/damaged, I hereby authorize ISS to charge the credit card above for the subsequent rentals and/or loss/damage charges.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date