



Independent Studio Services  
 9545 Wentworth Street  
 Sunland, CA 91040

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# Deposit and C.O.D. Account Policy

## RENTAL PAYMENT

All rentals and purchases must be paid for before your order may leave the building. All subsequent week rentals beyond the original rental period must be paid for no later than the time of return, along with any loss/damage charges that may be due.

## DEPOSIT REQUIREMENT

A security deposit will be required in an amount equal to your insurance deductible or the replacement value of the props being rented, whichever is less. Deposits will be refunded only once all props have been returned, and all loss/damage and open invoices have been paid.

For rentals up to two weeks: Deposit checks for up to two weeks rentals will be held in our accounting office until all props are returned and any loss/damage charges have been paid. If the rented props stay out beyond the original two week rental period, the check will be deposited, and you will be sent a refund check once your check has been cleared by the bank. For credit card deposits, your deposit amount will be authorized, with all holds being dropped after the 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 two weeks will be automatically deposited/charged.

## ACCEPTED PAYMENT

ISS and Partners accepts, business checks, credit cards (American Express, MasterCard, Visa, Discover Card), cashier's checks and money orders. *Personal checks will not be accepted.*

Returned checks are subject to a \$25.00 service fee.

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

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

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

\_\_\_\_\_  
 Date