



Independent Studio Services  
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## Deposit and C.O.D. Account Policy

**Firearm Shipping Policy:**  
**(Machine Guns, Assault Weapons,  
Destructive Devices,  
Short Barrel/Long Barrel Shotguns)**

### 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 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.

### FIREARM SHIPPING POLICY

ISS will not accept Production Company generated shipping labels for the shipping of Firearms or Blank Ammunition.

Firearm shipping labels must be prepared in accordance with Federal, State and Local Laws. The Production Company must provide their Fed-Ex or UPS account number to ISS for shipment. **Keep in mind UPS will not ship Machine Guns/NFA Firearms.** If the production company does not have shipping account numbers, ISS will use our account number and invoice the shipping charge to the production company. If the company is being billed though an LLC, sales tax will be applied from that state if applicable, if tax exempt no tax will be added. For direct billed production companies, no sales tax will be applied.

FedEx / UPS account #: \_\_\_\_\_ or I.S.S.Direct Bill:

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

**Authorized Signature:** \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_