



Company & Show Information

Company Name: _____ Est. Wrap Date: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

.....

Show Name: _____ Job #: _____

Shipping Address (if different) _____

City: _____ State: _____ Zip Code: _____

FedEx Account #: _____ UPS Account #: _____

.....

Property Master (or) Set Decorator: _____

Phone #: _____ Email: _____

Type: Commercial TV Feature School Film

Other: _____

Tax Exempt? Yes (certificate required) No

.....

Accounting #: _____ Accounting Email: _____

Production #: _____

Comments: _____

Pickup Date: _____ Salesperson: _____

Entered By: _____



Credit Authorization Form (For Deposit Only)

This letter is to authorize Independent Studio Services, LLC to use the following credit card for orders and phone orders as per written instructions.

INSTRUCTIONS

1. Fill out this form completely.
2. Make a copy of the credit card's FRONT & BACK
3. Make a copy of the cardholder's driver's license
4. Email to accounts@issprops.com

Company Name: _____

Show Name: _____

CARD INFORMATION

Cardholder Name: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Credit Card #: _____ Exp. Date: _____ CID: _____

Card Type: VISA Mastercard Discover AMEX

Driver's License #: _____ Exp. Date: _____

(*) Deposit will be the deductible on your insurance certificate or the replacement value of props. If open to charges, do not write an amount.

Deposit 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.

Authorized Signature

Print Name

Date



Insurance Information

The following is information regarding the insurance requirements to be able to rent props / weapons from Independent Studio Services

INSURANCE REQUIREMENT

GENERAL LIABILITY - OCCURRENCE FORM

Minimum Acceptable Limits:

- Per Occurrence: **\$1,000,000**
- General Aggregate: **\$2,000,000**
- Damage to Rented Premises: **\$100,000**
- Medical Payments: **\$5,000**

AUTOMOBILE

Minimum Acceptable Limit:

- Liability CSL: **\$1,000,000**

INLAND MARINE / PRODUCER'S PACKAGE

Minimum Acceptable Limit:

- Props, Sets, Wardrobe: **\$250,000**

Lower limits can be accommodated if the total value of all Props, Sets, and Wardrobe to be used on the project is less than \$250,000. The limit, however, must be greater than the total value of props, sets and wardrobe on overall production, not max per vendor.

Worker's Compensation

Workers Compensation insurance covering all individuals working on the project for which the props are rented.

Independent Studio Services must be included as **Additional Insured** for General Liability and as **Loss Payee** for Props, Sets, & Wardrobe.

Certificate Holder box should read:

**Independent Studio Services, LLC
9545 Wentworth St.
Sunland, CA 91040**

For weapons and related rentals, all certificates must state: **"Policies include coverage for weapons, ammunition, and related hazardous items."**