



## Company & Show Information

Company Name: \_\_\_\_\_ Est. Wrap Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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Show Name: \_\_\_\_\_ Job #: \_\_\_\_\_

Shipping Address (if different) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

FedEx Account #: \_\_\_\_\_ UPS Account #: \_\_\_\_\_

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Property Master (or) Set Decorator: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Type:  Commercial  TV  Feature  School Film

Other: \_\_\_\_\_

Tax Exempt?  Yes (certificate required)  No

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Accounting #: \_\_\_\_\_ Accounting Email: \_\_\_\_\_

Production #: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Pickup Date: \_\_\_\_\_ Salesperson: \_\_\_\_\_

Entered By: \_\_\_\_\_



## Deposit & 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 /  # \_\_\_\_\_ or  Direct Bill:

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

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_



# Credit Authorization Form

*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](mailto: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 (\*): \$ \_\_\_\_\_ Rental Amount Authorized: \$ \_\_\_\_\_

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

\_\_\_\_\_  
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."**