



### Deposit & C.O.D. Account Master Agreement

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

<p><b>*Service Provider/Company ("Company"):</b></p> <p>Independent Studio Services, LLC; Studio Art &amp; Technology LLC; and/or Studio Graphics LLC</p> <p><i>*Applicable Company entity dependent on services procured</i></p>	<p><b>Company Address:</b></p> <p>Street: 9545 Wentworth Street City: Sunland State: CA Zip: 91040</p>
<p><b>Production Company/Client ("Client"):</b></p> <p>Company Name: _____</p> <p>DBA: _____</p>	<p><b>Client Address:</b></p> <p>Street: _____ City: _____ State: _____ Zip: _____</p>
<p><b>Client Parent Company:</b></p> <p>Company Name: _____</p> <p>or N/A (check with X) <input type="checkbox"/></p>	<p><b>Client Coordinator:</b></p> <p>Please provide the following as it applies to Coordinator:</p> <p>Name: _____ Phone #: _____ Email: _____</p> <p><b>Propmaster (check with X):</b> <input type="checkbox"/></p> <p>Name: _____ Phone #: _____ Email: _____</p> <p><b>Set Decorator (check with X):</b> <input type="checkbox"/></p> <p>Name: _____ Phone #: _____ Email: _____ Other (fill in): _____</p>
<p>Show Name: _____ Job Number: _____</p> <p>Please provide the following if it applies to Show:</p> <p>Television Season (enter season): _____</p> <p>TV Pilot (check with X): <input type="checkbox"/></p> <p>Feature Reshoot (check with X): <input type="checkbox"/></p> <p>Classification of Show (e.g. commercial, feature, school project etc.): _____</p> <p>Estimated wrap date: _____</p>	<p><b>Telephone and Billing Contact:</b></p> <p>Work/Production: _____ Cell: _____ Accounting: _____</p> <p>Accounting Email (billing): _____</p>



## Services

\_\_\_\_\_ (“Client”) is engaging Company to provide certain prop (“Prop”) rental, purchase, design and/or manufacturing services (collectively, the “Services”).

## Payment

All fees must be paid for before Client’s order may leave Company’s place of business, unless different payment terms are set forth in the applicable terms and conditions (as set forth herein) or mutually agreed in writing by Client and Company (collectively, the “Parties”). Fees for extended rentals beyond the original rental period must be paid for no later than the time of return, including any loss/damage charges that may be due. Amounts not paid when due shall be subject to interest at the lesser of one and one-half percent (1.5%) per month or the maximum rate of interest allowed by law, calculated from the due date. If any amount is not paid when due hereunder, in addition to such past due amounts, the party entitled to payment shall be entitled to recover from the other party the costs and expenses incurred in connection with collecting the amount due (including costs of investigation and attorneys’ fees). Company may, at its sole discretion, require future payment in advance, require a letter of credit, or put shipments on credit hold.

## Rental Deposit Requirement

A security deposit (if required by Company) will be required in an amount equal to Client’s 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 Company’s 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 Client will be required to provide an additional deposit check. For credit card deposits, Client’s 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, Client’s credit card will be charged the deposit. Deposits for all orders lasting longer than two weeks will be automatically deposited/charged.

## Accepted Payment & Cancellation Policy

Company 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. If paying by credit card, Client must complete a “Credit Card Authorization Form” to complete this C.O.D. Agreement. The fully executed Credit Authorization Form is incorporated as if fully set forth herein. A minimum of twenty-four (24) hours’ advance written notice to: [cancel@issprops.com](mailto:cancel@issprops.com) is required to cancel a rental order. Rental orders cancelled with less than twenty-four (24) hours’ notice will be billed to the payment method on file for the full amount. Purchase orders are non-cancellable and non-refundable unless otherwise agreed by the Parties in writing.



## Applicable Terms & Conditions

**CLIENT’S RENTAL ORDER IS SUBJECT TO THE TERMS AND CONDITIONS SET FORTH IN THE PROP LEASE/RENTAL AGREEMENT STANDARD TERMS & CONDITIONS PUBLISHED ONLINE AT THE FOLLOWING LINK: [HTTPS://ISSPROPS.COM/PROPS/RENTAL-STANDARD-TERMS-CONDITIONS/](https://issprops.com/props/rental-standard-terms-conditions/) (THE “RENTAL T&CS”); CLIENT’S PURCHASE ORDER IS SUBJECT TO THE TERMS AND CONDITIONS SET FORTH IN THE PROP PURCHASE AGREEMENT STANDARD TERMS & CONDITIONS PUBLISHED ONLINE AT THE FOLLOWING LINK: [HTTPS://ISSPROPS.COM/PROPS/PURCHASE-STANDARD-TERMS-CONDITIONS/](https://issprops.com/props/purchase-standard-terms-conditions/) (THE “PURCHASE T&CS”). THE RENTAL T&CS AND PURCHASE T&CS ARE INCORPORATED INTO THIS DEPOSIT & C.O.D. MASTER AGREEMENT (THE “MASTER AGREEMENT”) AS IF FULLY SET FORTH HEREIN, AND BY SIGNING BELOW CLIENT AGREES TO BE BOUND BY THE RENTAL T&CS AND/OR THE PURCHASE T&CS. IF THERE IS A CONFLICT BETWEEN THE TERMS OF THIS MASTER AGREEMENT, THE RENTAL T&CS OR THE PURCHASE T&CS, OR A PURCHASE OR RENTAL ORDER, THE ORDER OF CONTROL SHALL BE AS FOLLOWS: (1) THIS MASTER AGREEMENT; (2) THE RENTAL T&CS OR THE PURCHASE T&CS; AND (3) THE RENTAL OR PURCHASE ORDER TERMS.**



**Firearm Shipping Policy**

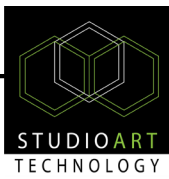
Company will not accept Client-generated shipping labels for the shipping of Firearms or Blank Ammunition. Firearm shipping labels must be prepared in accordance with Federal, State and Local Laws. Client must provide their Fed-Ex or UPS account number to Company for shipment. Keep in mind UPS will not ship Machine Guns/NFA Firearms. If Client does not have shipping account numbers, Company will use its account number and invoice the shipping charge to Client. If Client is being billed through an LLC, sales tax will be applied from that state if applicable, or, if tax exempt, no tax will be added. For direct billed Clients, no sales tax will be applied.

FedEx# \_\_\_\_\_  # \_\_\_\_\_ or  Direct Bill:

BY SIGNING BELOW, I REPRESENT AND WARRANT THAT I AM AUTHORIZED TO SIGN ON BEHALF OF AND BIND CLIENT, THAT I AM AUTHORIZED TO ENTER INTO THIS AGREEMENT ON BEHALF OF CLIENT, AND THAT I HAVE READ THE RENTAL T&Cs AND/OR PURCHASE T&CS, WHICH ARE INCORPORATED AS IF FULLY SET FORTH HEREIN. I FURTHER REPRESENT AND WARRANT THAT I AM AUTHORIZED TO USE THE CREDIT CARD AND BANK ACCOUNT ON FILE FOR THIS ACCOUNT.

**Production Company/Client Name:** \_\_\_\_\_

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



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

## Credit Authorization Form

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

Credit Card billing address: \_\_\_\_\_

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

Credit Card # : \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CID: \_\_\_\_\_

Card Type:  VISA  Mastercard  Discover  AMEX

(\*) Deposit will be the deductible on your insurance certificate or the replacement value of props.

**PLEASE CHECK ALL THAT APPLY TO THIS CREDIT CARD AUTHORIZATION USE:**

Rentals  Purchases  Deposit

(\*) 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 three-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. A minimum of (24) twenty-four hours advance written notice to: [cancel@issprops.com](mailto:cancel@issprops.com) is required to cancel. Orders cancelled with less than (24) twenty-four hours' notice will be billed to the payment method on file for the full amount. A 3% acceptance fee will be charged for all credit card charges.

I hereby represent and warrant that I am an authorized user of this card, and I 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.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**DATE**