



3100 Damon Way • Burbank, CA 91505-1015

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ACCOUNT REQUIREMENTS

The following are the necessary documents to open an account with us. In order to establish this account, please fill out and return the following:

1. Our "Account Application Form" (the application must be filled out completely and signed by an authorized signer for your company in order to process)
2. If you are opening an account for a corporation, the President or Vice President should sign the "Continuing Guarantee." If the account is for a partnership, the General Partner should sign this form.
3. "Authorization to Release Credit Information" (this form should be signed by an authorized signer for your company)
4. A Certificate of Insurance naming Hollywood Camera, Inc. as additional insured and loss payee.
5. Hollywood Camera, Inc. must be listed as the "Loss Payee" for full replacement cost.
6. Hollywood Camera, Inc. must be listed as the "Additionally Insured" with respects to general liability for no less than \$1,000,000.00
7. Coverage must be for "Miscellaneous Leased Camera Equipment."
8. Equipment Coverage: Features-\$2,000,000. Episodics/Commercials-\$1,000,000. Students/Rental Houses-\$500,000.
9. Insurance Deductible/Deposit not to exceed \$2,500.00
10. Certificate must state: "Coverage included for unattended vehicles"
11. Third party property damage coverage, not less than \$250,000.00 or as applicable, is required if production takes place on Hollywood Camera's sound stage or general premises.
12. Coverage date must begin on the day camera equipment is prepped and must NOT expire before the time and date the equipment is scheduled to be returned. Please note that insurance policies generally expire one second after midnight on any given day. Therefore, full coverage must still be in effect up until the moment the equipment is returned to Hollywood Camera. Example: if the equipment is scheduled to return on the 10th day of the month, your insurance coverage must be good until the 11th day.
13. World Wide/Foreign Liability coverage for both the general liability and rented equipment must be included on any insurance policy and certificate if Hollywood Camera's equipment is being removed from the United States.
14. A signed and completed copy of our Rental Agreement returned to Hollywood Camera, Inc.
15. The insurance policy must not contain any "unattended vehicles" exclusion in its policy.
16. A completed Bank and Credit Application.

Purchase Order Policy

1. Hollywood Camera, Inc., must have in its possession a signed Purchase Order with an authorized signature, in order to release equipment.
2. Hollywood Camera, Inc., must have in its possession a sample of all authorized signatures for proper verification.
3. Any add-ons, once equipment is checked out, will require an authorized/signed Purchase Order.
4. Verbal Purchase Orders will not be accepted.

General Policy

1. All first time customers are C.O.D. unless otherwise arranged. Two deposits are required; one for payment-in-full for the job, and one for a refundable equipment deposit in the amount of the insurance deductible stated on your insurance certificate. All checks will be bank verified and deposited.
2. Deposit Refund Policy: Checks must first clear bank before refunds are issued. Deposit refunds must be issued to the production company or person(s) stated on the contracts and insurance policy, usually within three days after the equipment has been returned and examined for loss or damage.
3. There is a \$50.00 minimum on all orders.
4. Invoices will be emailed, mailed or faxed to customers.

Please call us if you have any questions. Thank You.