



To all Credit Accounts:

Thank you for selecting Cinema Vehicle Services for your current project needs.

Cinema Vehicle Services has been meeting the entertainment industry's needs since 1976. As the oldest and largest picture vehicle provider in Hollywood, we can offer a full range of services to help your project along. **It is important to follow the guidelines listed below:**

1. All accounts must provide a Certificate of Insurance naming us 'additional insured' and 'loss payee' with hired auto coverage and a minimum of one million dollars in limit. **No vehicle will be released without this certificate.**
2. Please issue a list of employees authorized to order and issue Purchase Orders.
3. A purchase order signed by your authorized employee must be issued at the time an order is placed and a copy must be faxed to our office at **818-780-1340**.
4. If damages or rental overages occur, we will notify you as soon as possible. You are encouraged to inspect damages if you have any questions. We understand that damages may occur that are both planned and purely accidental. We do not have a problem with this. We would expect you to be upfront about possible damages related to your shoot. We may be able to help you avoid unexpected expenses or direct you to a less expensive alternative. In the event of damage to a vehicle, we will attempt to provide an estimate within two business days.
5. You may have any damaged vehicle repaired at your expense at a shop approved by us. Be advised if you desire to do this, the vehicle will remain on rent and repair will have to meet with our approval.
6. This credit authorization and the accompanying information sheet need to be filled out and signed by an individual financially responsible.

We wish you great success with your project and look forward to working with you.

Company _____ Date: _____

Authorized Company Employee Sign _____

Authorized Company Employee Print _____

12580 Saticoy St., North Hollywood, CA 91605, Ph: 818-780-6272 Fax: 818-780-1340

