



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

To All Deposit 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 as '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. Rental deposits need to be provided to the rental department manager or rental agent *prior to rentals.*
3. Deposit are held as security for overages on rentals and to cover damages. **Cinema Vehicle Services will NO LONGER be accepting deposit checks and all deposits shall be by Credit Card.**
4. Please note any and all balances due will be charged to the provided Credit Card without further notification. You will be notified of all charges.
5. If damages or rental overages occur we will notify you as soon as possible. You are encouraged to inspect damages if you have any question. We understand that damages may occur that are both planned and purely accidental. We do not have a problem with this, but expect you to be up front about possible damages related to your shoot. We may be able to avoid unexpected expenses or direct you to a less expensive alternative. In the event of damage to a vehicle we will charge the provided Credit Card. Please keep in mind that by adopting these policies we are attempting to lower your cost by taking the vehicle off rent and getting it back in service as soon as possible to lessen our loss of future usage.
6. You may have any damaged vehicle repaired at your expense at a shop approved by us. Be advised if you desire to do so, the vehicle will remain on rent and repair will have to meet with our approval.
7. Cinema Vehicle Services makes no claim to the rights or useability of the image, brand or logo of any vehicle or product it rents/leases. All manufacturer clearances and or fees due are the responsibility of you the rentor/lessor as acknowledged by your signature to this agreement.

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

Manny Demello
President
Cinema Vehicle Services

Type of Credit Card: ___ American Express ___ Mastercard ___ Visa ___ Other:

Amount to be charged: \$ _____ Amount to be Authorized: _____

Card Number: _____ Expiration Date: _____ Security Code: _____

Address: _____ City: _____ State: ___ Zip Code: _____

Production Company _____

Show Name: _____

Accepted By: _____ Date: _____

(please sign and return with show information sheet)