



To All Credit Accounts:

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

Cinema Vehicle Services, LLC 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 Cinema Vehicle Services, LLC 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. 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 emailed to [po@cinemavehicles.com](mailto:po@cinemavehicles.com)
4. If damages or rental overages occur, we will notify you as soon as possible. We understand that damages may occur that are both planned and purely accidental. Please notify Cinema Vehicle Services, LLC of any 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 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 needs to be filled out and signed by an individual financially responsible.
7. There will be a 3.5% transaction fee for any payments received via Credit Card
8. Cinema Vehicle Services, LLC makes no claim to the rights or usability 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 renter/lessor as acknowledged by your signature to this agreement.

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

Jesse Dickerson  
President

Company \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Company Employee Sign: \_\_\_\_\_

Authorized Company Employee Print: \_\_\_\_\_