



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, LLC for your current project needs.

*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. Rental deposits need to be provided to the rental department **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. All deposits will need to be by Credit Card or Wire Transfer.**
4. There will be a 3.5% transaction fee for payments received via Credit Card.
5. Please note any and all balances due will be charged to the provided Credit Card. You will be notified of all charges.
6. 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 immediately of any 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.
7. 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.
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

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)*