



PRODUCTION JUNCTION PRODUCTION_CLIENT INFORMATION FORM

Pg 1 of 2

In order to set up and account with us, please submit the following:

1. This form, filled out and signed
2. A photocopy of your credit card, front and back
3. A photocopy of your license or passport, front and back

Submit the Documents to Our Office: / FAX: 1-877-264-9006 / EMAIL: info@productionjunction.com

DATE: _____

CLIENT INFORMATION

Company Name: _____

Main Contact: _____

Phone Number: _____ Email Address: _____

CREDIT CARD BILLING INFORMATION

Card Holder Name: _____

CC#: _____ - _____ - _____ CVC: _____ Expiration Date: _____ / _____

MASTERCARD VISA AMEX DISCOVER

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Initial to Keep Card on File: _____

INSURANCE INFORMATION (If Available)

Company Name: _____ Contact #: _____

Insurance Policy #: _____ Valid Dates: _____ - _____

Rented Equipment Coverage: _____ Deductible: _____

*Please name Production Junction as Certificate Holder and Loss Payee. Also have your insurance broker remove any clause for equipment being stolen from an unlocked vehicle (they will if requested).

If Tax Exempt, Please Provide Resale Certificate and Tax ID Number: _____

AUTHORIZED REPRESENTATIVES FOR PICK UP

Names: _____



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Pg 2 of 2

PROFESSIONAL REFERENCES (Applicable if replacement value of rental is over \$5,000) *Rental House References are Preferred*

Name, Company: _____ Email: _____

Name, Company: _____ Email: _____

Name, Company: _____ Email: _____

RENTAL POLICY

Rental Times: Equipment picked up prior to **2:00pm** will be charged for that day. After 2:00pm, rental charges will start the following day.

All rentals terminate at **11:00am**. We reserve the right to charge rental for any equipment not returned by 11:00am, unless previous arrangements have been made with the rental department.

Hours of Operation: Monday - Friday: 9 AM - 6 PM, Saturday: 10 AM - 6 PM

Payment: Payment is due before the rental is picked up. Open accounts are available with Net 30 Terms. Please allow 2-3 days to clear an application for an open account and insurance certificate approval. Visa, MasterCard and American Express cards are available.

In lieu of establishing an open account we will require a security deposit, in the form of a major credit card (Visa, MasterCard, American Express), cash, certified check or certificate of insurance, naming Production Junction as loss payee/additionally insured, equal to the full value of the equipment, prior to the rental. All rentals secured by an insurance certificate must cover the deductible by a major credit card of cash.

Cancellations: All rentals cancelled without 24-hour notice are subject to cancellation charge.

Damaged Items: Renter is required to immediately stop using any equipment believed to be broken or not working correctly. Customer should make all efforts to contact Production Junction immediately, so that replacement can be provided.

Renter assumes responsibility for any and all loss, theft and or damage to the equipment. In the event of any loss or damage, the customer will be responsible for rental charges on said equipment until it is returned or repaired. In the event of any theft the renter is required to file a Police Report and will be charged rental days until said report is presented to Production Junction.

All prices, terms, and conditions listed are subject to change without notice.

CLIENT AGREEMENT

I, _____, understand and agree to the above terms and conditions.

I understand and agree that my credit card will be authorized for the replacement value if I do not provide a certificate of insurance that covers the value of the rented equipment. I understand that I will be charged against loss or damage of equipment rented.

Signature _____ Date: _____