



PRODUCTION JUNCTION PRODUCTION CLIENT INFORMATION FORM

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In order to set up an account, 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

Email the Documents to Our Office: 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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PROFESSIONAL REFERENCES (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 will be available after 2 PM on scheduled pickup day and is due back before 11 AM on scheduled return day. We reserve the right to charge additional day rates for any equipment picked up before or returned after these times unless previous arrangements have been made with the rental department.

Damaged Items: Renter is required to immediately stop using any equipment believed to be broken or not working correctly. Renter agrees to make all efforts to contact Production Junction so that replacement equipment can be provided. Please call 212-537-6363, email info@productionjunction.com, or text 917-647-0017. If a reasonable attempt is not made to contact Production Junction, renter assumes responsibility for the original rental fees and potential repair costs if the equipment is damaged further during the production.

Booking: To book a rental, we require a credit card security deposit and/or equipment insurance, prior to the rental. A certificate of insurance must name Production Junction as the loss/payee and contain Rented Equipment coverage equal to or more than the full value of the equipment. A credit card deposit will be required to cover the Deductible amount listed on the policy. In lieu of using insurance, Renter can also choose to place a credit card deposit in the amount of around 85% of the replacement value of the equipment.

Payment: Payment is due before the rental is picked up. We accept all major credit cards. Open accounts are available with Net 30 Terms. Please allow 2-3 days to clear an application for an open account and approval of insurance.

Cancellations: All rentals canceled without 24-hour notice are subject to a cancellation charge up to a full day rate.

Renter assumes responsibility for any and all loss, theft, and/or damage to the equipment. In the event of any loss or damage, the renter 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.

Production Junction reserves the right to put location tracking hardware on equipment without notice to renter.

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 I am liable for the equipment while it is in my custody. If I do not have insurance, my credit card will be charged the full repair or replacement amount for any damage or loss. If I do have insurance, but my policy does not cover the damage, I am responsible to pay for repairs or replacements.

Signature _____ Date: _____