

Practical P R O P S

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N. Hollywood, CA 91605
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FX: (818) 982-9849

RE: Account Set Up

The following items are required to set up an account:

1. Billing information
2. Certificate of Insurance, listing Practical Props as additional insured.
3. If shipping on your account, a handling fee will be applied. Please provide shipping account number and delivery address. If there is any loss or damage during shipping, the production company will be responsible for prompt payment to Practical Props, and will directly handle claims and reimbursements with the shipping company.
4. New accounts require cash, check, or credit card for rental fees and deposits upon pick up or prior to shipping date.
5. Please provide complete billing information.

Please sign and fax back as soon as possible. We will not be able to proceed with the order without your agreement to the conditions above. Thank you.

Signature: _____ Date: _____

Production: _____ Job: _____

Decorator: _____ Phone: _____

Lead Name: _____ Phone: _____

Accounting Contact: _____ Phone: _____