



**Eastern Costume Company  
Uniform Warehouse**

7243 Coldwater Canyon Ave  
North Hollywood, CA 91605

**Eastern Costume Company  
Civilian Warehouse**

7239 Coldwater Canyon Ave  
North Hollywood, CA 91605

**Telephone:** (818) 982-3611

**Fax:** (818) 982-1905

**Email:** rentals@easterncostume.com

**Website:** www.easterncostume.com

## DEPOSIT AND C.O.D. POLICY

**DEPOSITS:** Deposits must be made using a major credit card or company check. A deposit equal to the insurance deductible or the actual replacement costs is required for any rental not charged to an in-house account. For credit card deposits, the entire amount will be charged. The deposit will be refunded once the wardrobe has been returned and all invoices have been paid. If the wardrobe is not returned by the due date additional rental charges will accrue.

### ONE-WEEK RENTALS

A deposit is required for the amount of the rental and the loss / damage replacement cost. For credit card deposits, the entire amount will be charged. The deposit will be refunded once the wardrobe has been returned and all invoices have been paid. If the wardrobe is not returned by the due date the card will be charged for the additional rental.

### RENTAL PAYMENT

All rentals and purchases must be paid for prior to the time of pick up.

### ACCEPTED PAYMENT METHODS

- Credit Cards  
Visa, MasterCard, American Express and Discover
- Money Orders
- Cashier's Checks\*
- Business Checks\*

\*Wardrobe/props may not leave the building without a credit card deposit, which will be refunded once the check clears in 5-7 business days. Returned checks will result in a \$35 service charge.

**PERSONAL CHECKS ARE NOT ACCEPTED**

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date