



**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
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Website: www.easterncostume.com

PURCHASE ORDER / OPEN ACCOUNT AGREEMENT

Eastern Costume Company will grant open accounts to customers once a credit application has been completed and company ratings are approved. For companies that are formed for a single production, open account status is not always available, unless the parent company has an existing account and will guarantee payment in writing.

Please fill out the following agreement and information sheets:

- Production Information
- Company Information and References
- Rating Inquiry on Entertainment Account

REQUIRED: Please supply references that are from the entertainment industry only. Allow 5 to 7 business days for the final account status to be determined and note that most references will only furnish ratings via fax or mail.

PURCHASE ORDERS

A valid PO # must be provided before the rental wardrobe / props can be released.

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.

ACCEPTED PAYMENT METHODS

We accept: credit cards (Visa, MasterCard, American Express, and Discover), Business checks, money orders, and cashiers checks. **PERSONAL CHECKS ARE NOT ACCEPTED**

LOSS AND DAMAGE: Eastern Costume reserves the right to charge the customer/company the replacement value listed on the rental sheet. If the items are returned within 10 days after the loss / damage fee has been charged, we will credit the loss charges and bill the customer the outstanding rental fee. We reserve the right to accept or decline any replacement items in exchange for the lost or damaged property. Tailor shop labor, shopping and material cost on made-to-order or specialty items will be charged to duplicate any item. In case of theft of the rental property the customer must notify Eastern Costume within 24 hours.

Company Name: _____

Authorized Signature

Print Name and Title

Date