

EC PROP RENTALS, LLC/ GOLD ROOM PROPS
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QUICK FORM FOR COMPUTER SET-UP FOR
CREDIT CARD ONLY RENTAL & DEPOSIT ACCOUNTS

FILL OUT FORM AND RETURN WITH CERTIFICATE OF INSURANCE

WE WILL SEND AN INVOICE AND CC AUTH FORM ONCE WE HAVE THIS FORM, THE COI FOR THE JOB, AND A CONFIRMED ORDER

PRODUCTION COMPANY NAME:

PRODUCTION COMPANY ADDRESS:

MAIN OFFICE/ACCOUNTING DEPT. PHONE #:

MAIN OFFICE/ACCOUNTING DEPT. FAX #/EMAIL:

PRODUCTION DEPT. PHONE #:

PRODUCTION DEPT. FAX #/EMAIL:

JOB NAME:

JOB #:

SET DECORATOR (NAME/PHONE #):

LEADMAN (NAME/PHONE #):

SHOPPER/BUYER(S) (NAME/PHONE #):

COORDINATOR (NAME/PHONE #):

DO YOU HAVE A BUSINESS CREDIT CARD WITH THE PRODUCTION COMPANY NAMED ABOVE IMPRINTED ON IT?: YES NO