

ADVANCED PRODUCTIONS

SOUND • LIGHTING • VIDEO PROJECTION • STAGING • RENTALS

Confirming a rental with Advanced Productions requires the following two-step process to occur.

STEP 1 Contact office with specific rental needs or you may email Josh Cookson at jcookson@4advancedproductions.com with specific requests. After rental equipment requirements are in place and a quote has been received and approved by customer.

STEP 2 The customer is required to fill out a Rental Security Deposit Form to confirm order. On this form the customer provides a credit card that is kept on file by Advanced Productions. This form authorizes Advanced Productions to charge this card for equipment shortages or damages upon return. The customer is contacted before any charges are made to the card. The customer may choose to use this card for the initial rental cost of the equipment or they may use another form of payment such as cash or check. After the completion of this form the customer may fax it back to Advanced Productions or email it to: Credit@4advancedproductions.com.

...THANKS FOR YOUR BUSINESS...

SHIPPING INFORMATION

Name _____

Company Name _____

Address _____

City/State/Zip: _____

Email Address _____

Phone _____ Ext. _____

Fax _____

Visa MasterCard American Express

Name on Card _____

Card Number _____

Expiration Date _____ Security Code _____

Name of Bank _____

Bank Phone Number (On Card) _____

Purchase Information _____

Amount to be Charged _____ Leave Space blank if amount to be Determined

I hereby authorize Advanced Productions to charge the above credit card for any lost, stolen or damaged rental equipment. This charge will be used to pay for the items referenced in the attached rental agreement/quote/invoice or shortage/damage report.

When signed this document serves as a "Signature on File." By signing this document, I am stating that I understand the contents of this document and agree to all terms.

I agree to pay any charges made according to the card issuer agreement.

Signature of Cardholder _____ Date _____

- Please check here if you wish Advanced Productions to keep this credit card on file for future rentals.
- Please check here if you wish Advanced Productions to use this credit card for this invoice ONLY.
- Please check here if you wish Advanced Productions to use this credit card for security deposit ONLY.

BILLING ADDRESS (If Different)

Name _____

Company Name _____

Address _____

City/State/Zip _____

Email Address _____

Phone _____ Ext. _____

Fax _____

***** AP INTERNAL USE ONLY *****

Quotation/Invoice Number _____

Date emailed/Faxed/Customer Contacted _____

Date Billed _____

Quotation/Invoice Number _____

Date emailed/Faxed/Customer Contacted _____

Date Billed _____

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