



EC Prop Rentals, LLC
11846 Sherman Way
North Hollywood, CA 91605
818-764-2008 – phone
ecprops@aol.com

TO:

Thank you for choosing EC Prop Rentals, LLC for your company's prop and set dressing needs. In order to establish an account for your company, we will require certain documents. As soon as the information is received, we can then determine the production company's account status and method of payment, work orders (estimates) and invoices cannot be generated until that has happened. Please submit the following information on company letterhead via fax, U.S. mail, or as an attached document(s) to an email (ecprops@aol.com).

- Complete Billing Address – Production company name/billing address to appear on invoices
- Your Accounting and Production Department Phone #, Fax #, and email address (if applicable)
- Rental Agreement – If you require a fully executed rental agreement, it must be requested prior to first pick-up. Once requested, if there is already a pre-negotiated rental agreement for your production company that will be sent. If there is no pre-negotiated agreement, or if one is not requested, you will be under our standard rental agreement, which can be viewed on the POLICIES section of our website (ecprops.com/policies.html).
- Certificate Of Insurance – MUST list E.C. Prop Rentals, LLC as Certificate Holder/Additional Insured/Loss Payee, and list Coverage Limit/Deductible for "PROPS/SETS/WARDROBE". The account name on the COI must match the name your account is being set up under. All coverages must have a "Policy Effective Date" not later than the date of first pick-up. The "Policy Expiration Date" must not be earlier than (7) calendar days after the last scheduled return date.
- Crew Contact Information –
Art/Set Decorating Department Office (Phone/Fax/Email):
Art/Set Decorating Department Coordinator (Name & Phone #):
Set Decorator (Name & Phone #):
Lead Person (Name & Phone #):
Shopper/Buyer(s) (Name(s) & Phone #):

FOR PAYMENT METHOD THAT WILL BE ACCEPTED:

- If You Would Like To Be On Net-30 (PO#'s) Status – A letter of guarantee from a major studio. We will assess if the submission will grant net-30 privilege and notify when account is opened.
- If You Would Like To Use Business Checks – Bank Information (name/location/phone #/branch contact), Minimum Of (5) Credit References (preferably from other prop rental houses you already have accounts established at). PLEASE NOTE: We will only accept checks that have the production company that paperwork is submitted for, and is listed as Insured on your Certificate Of Insurance, imprinted on them.

Respectfully,
Accounting Department