



Independent Studio Services  
 9545 Wentworth Street  
 Sunland, CA 91040

**Phone:** (818) 951-5600  
**Fax:** (818) 951-2850  
**Email:** accounts@issprops.com

# Purchase Order (PO) / Open Account Policy

ISS & Partners (the Company) will grant open accounts to customers who have completed the Company's credit application process, and whose ratings fit the company's requirements. Open account status is not always available to a company formed solely for the production of a single project, unless there is a parent company with an existing open account willing to guarantee payment in writing.

## DEPOSIT REQUIREMENT

A security deposit will be required in an amount equal to your insurance deductible or the replacement value of the props being rented, whichever is less. Deposits will be refunded only once all props have been returned, and all loss/damage and open invoices have been paid.

For one week rentals: Deposit checks for one week rentals will be held in our accounting office until all props are returned and any loss/damage charges have been paid. If the rented props stay out beyond the original one week rental period, the check will be deposited, and you will be sent a refund check once your check has been cleared by the bank. For credit card deposits, your deposit amount will be verified, with all holds being dropped after the props have been returned and loss/damage charges have been paid. If the rented props stay out longer than the original rental period, your credit card will be charged the deposit.

Deposits for all orders lasting longer than one week will be automatically deposited/charged.

## ACCEPTED PAYMENT

ISS and Partners accepts, business checks, credit cards (American Express, MasterCard, Visa), cashier's checks and money orders. *Personal checks will not be accepted.*

Returned checks are subject to a \$25.00 service fee.

## LOSS AND DAMAGE

The Company reserves the right to bill your company loss charges for any props not returned to us by the agreed upon return date. Should the items be returned after a loss has been charged, we will credit the loss charges and bill you the rental rate for the additional time that the item(s) were out.

The Company reserves the right to accept or reject the replacement or return of any previously lost or damaged item.

## PURCHASE ORDERS

Unless we are notified by your company, a valid PO # must accompany any order placed, or we will not release the item(s). When an additional PO is required by your company for subsequent week rentals, it is the customer's responsibility to provide us with new PO #s.

*We strongly suggest our customers know their company's purchase order policies and procedures beforehand to avoid delays on the release of your order(s).*

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

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

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date