



**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
Fax: (818) 982-1905
Email: accounting@easterncostume.com
Website: www.easterncostume.com

PRODUCTION INFORMATION

Show Name: _____

Production Company: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Type of Account: Cash/Check Credit Card PO

Type of Show: Feature TV Commercial Student Film Other _____

CONTACT INFORMATION

****BILLING CONTACT IS REQUIRED****

Production Accountant: _____ Email: _____

Phone: _____

Costume Designer: _____ Email: _____

Phone: _____

Costume Supervisor: _____ Email: _____

Phone: _____

SHIPPING

Shipping Address (if different):

City: _____ State: _____ Zip: _____

FedEx #: _____ UPS #: _____

I hereby certify that all information stated on this form is true and correct and agree to all terms and conditions of rentals and sales contained here and within other published policies of Eastern Costume.

Authorized Signature

Title

Date



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WARDROBE RENTAL POLICY

- New Account Information sheets must be completed, signed, and approved by Eastern Costume's accounting department before any rentals will be written up and released.
- A Certificate of Insurance is required to rent wardrobe and props. Orders under \$2500 do not require a COI but may require a deposit up to 3 times the rental amount. A deposit equal to the insurance deductible or the actual replacement costs may be required for any rental not charged to an in-house account. **Deposits will be refunded by check only.**
- Weekly rentals are to be returned within **10 business days** from the date of rental. All rental items kept past the initial 10-day period will be automatically re-billed at the production rental rate. Production rentals are to be returned within **15 weeks** from the date of rental. All rental items kept past the initial 15-week period will be automatically billed for a second production rental at 5% of the production rental rate per week.
- Approvals are subject to a restocking fee. Certain items, including shoes, accessories, hats and insignia, are not released on approval. No approvals will be released for photo shoots or during holiday weekends.
- Cancelled orders are subject to Costume House Labor and restocking fees.
- No item(s) may be placed on hold before an account has been set up and verified. Rentals may be placed on hold **5 days prior** to the pick-up date and any hold item that is not rented will incur a 25% restocking charge. Rentals placed on hold upon return will incur a charge of 5% of the production rental rate per week for each week past the 15-week rental period. All holds are subject to approval by management.
- The renting party acknowledges that it has inspected that items are in good condition and working order. Any undocumented damages must be reported to Eastern Costume within **72 hours** or be subject to damage fees.
- Made-to-order items require a prepayment of 50% of the estimated cost prior to the beginning of work. The remaining balance is due on delivery.
- The renting party is responsible for all costs, taxes, levies, tariffs, and other fees assessed for shipping and transportation of items. The renting party may choose to provide their own third-party delivery service to receive and return item(s). If third-party shipping information is not provided, orders will be shipped using Eastern Costume's preferred service provider and subject to a 20% surcharge.
- Wardrobe must be returned dry cleaned and unaltered. Any item(s) not returned clean will be charged a cleaning fee, payable upon return of rentals. Any damage to the wardrobe/props due to items added by the customer (e.g. patches with adhesive backing, Stitch Witchery, etc.) will result in loss/damage replacement fees. Vintage or specialty clothing is required to be cleaned at **La Cienega Cleaners, Milt & Edie's or Five Star Custom Dry Cleaners**. Vintage items damaged during the cleaning process will incur a charge equal to the replacement value stated on the rental sheet.
- A copy of the rental sheet matching the item(s) must be attached to your return(s). Any item(s) not appropriately marked with a sheet and line number will be subject to costume house charge of \$40.00 per order.
- Eastern Costume reserves the right to charge the customer/company the replacement value listed on the rental sheet. 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 costs on made-to-order or specialty items will be charged to duplicate any item. In case of theft or damage of the rental property, the customer must notify Eastern Costume within **24 hours**.

I hereby certify that I have reviewed the information stated on this form and agree to all terms and conditions of rentals and sales contained here and within other published policies of Eastern Costume.

Authorized Signature

Name and Title

Date



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OPEN ACCOUNT AGREEMENT – FOR CREDIT CARD/CHECK ACCOUNTS ONLY

Eastern Costume 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.

In order to open a Credit Card or Check account, please fill out the Credit Card Authorization on the next page and submit with your New Account Application.

ACCEPTED PAYMENT METHODS

- Credit cards: Visa, MasterCard, American Express, and Discover (all credit cards payments will be charged a 3% processing fee)
- Checks: Business or Cashier

PRICE LIST

Tailor Labor.....\$45 / hour
 Alteration.....\$45 / hour
 Off-Site Fitting.....\$85 / hour
 Made-to-Order.....As Quoted

In-House Costumer.....\$40 / hour
 In-House Costumer Overtime.....\$60 / hour
 (over 8 hours at 1.5 x hourly rate)
 Off-Site Fitting.....\$85 / hour

Costume House Late/Early Open.....\$125 / hour
 Weekend Opening.....\$1480 / day
 (includes one in-house costumer for 8 hours)
 Pickup and Delivery.....\$65 / hour
 (1 hr. Minimum)

QUOTES

Quotes are valid for **30 days**. In the event of any changes within the order, the quote may be voided. Prices are subject to change at any time without further notice and may vary between styles, fabrics and periods. Costume house labor, shipping and any other third-party fees are not included in quotes.

SALES

Purchases and made-to-order items are billed through our subsidiary, **Wardrobe Supply**, and invoiced separately. Costume House Labor and Tailor Shop Labor are billed through Eastern Costume. Tailor labor charges are determined by and billed at the sole discretion of the Tailor Shop.

LOSS AND DAMAGE

In the event items are lost or damaged upon return, Eastern Costume reserves the right to charge 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 outstanding rental fee. Tailor shop labor, shopping and material cost on made-to-order or specialty items will be charged to duplicate any item.

BILLING

Once a draft bill has gone out, the renting party has **72 hours** (excluding weekends) to request changes and provide a PO. After 72 hours the draft will be confirmed into a final invoice and no further changes will be permitted. Invoices are **due upon receipt**. After 30 days, the account will be subject to a credit hold. Invoices from Eastern Costume and Wardrobe Supply must be paid separately.

Company Name: _____

 Authorized Signature

 Print Name and Title

 Date



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CREDIT CARD AUTHORIZATION

This letter is to authorize Eastern Costume Company to use the following credit card for COD orders and phone orders.

INSTRUCTIONS

1. Fill out this form completely
2. Make a copy of the credit card FRONT and BACK (Required)
3. Make a copy of the cardholder's driver's license (Required)
4. Submit with your New Account Application to Eastern Costume Accounting

SHOW NAME: _____

PRODUCTION COMPANY: _____

CARD INFORMATION

Cardholder Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Driver's License No: _____ Expiration Date: _____

Type of Card: _____ Security Code: _____

Credit Card No: _____ Expiration Date: _____

I hereby authorize Eastern Costume Company to use this card for rental payment. In the event that the wardrobe and/or props are not returned on the specified date, or if the rentals are lost/damaged or in need of cleaning, I hereby authorize Eastern Costume Company to charge the credit card above for subsequent charges.

Authorized Signature

Print Name and Title

Date