



NEW CREDIT CARD/CASH ACCOUNT

Thank you for your interest in ClearCut Costume Company & Motion Picture Expendables.

IMPORTANT: Please read carefully and ensure that the attached application documents are filled out **in their entirety**.

Applications will not be processed without the requested customer information and an authorized signature.

Included Documents

- Rental Policy Agreement
- Production Company Information
- Credit Card Authorization
- Return Procedures (*Customer Copy*)
- Rental Policies (*Customer Copy*)

Please return the completed application, with the required copies of the **Credit Card** and **cardholders Driver's License**, in person or via email to ClearCut Costume, info@clearcutcostume.com.

Please call (503) 282-1243 with any inquiries regarding the status of your application.

We look forward to being of service to you!



Production Information Sheet

A production information sheet must be filled out completely before any rentals can be pulled, written up or leave ClearCut Costume. It must contain accurate billing and contact information.

Rental periods

\$40 Minimum Rental, plus cleaning and restocking

Weekly: 7 Days. All rental items kept past the initial period will be automatically re-billed at the Production Rental rate.

Production: 15 Weeks. All rental items kept past the initial period will be automatically re-billed at the Extended Rental rate.

Extended: 10% of the Production Rental per week

Labor Charges

If you cannot pull an order yourself, there is a \$35 per hour labor fee required for an in-house costumer to pull and organize your order for you. This labor fee also applies for an in-house costumer to send pictures of our stock. The minimum charge is for one hour. Any time over one hour is charged at the full hour rate (no partial hours). This fee is charged whether you rent items or not.

Restocking

All items pulled by a customer, but not rented, must be restocked by the customer at the time of the pull. There will be a restocking fee if not properly restocked. Please ask questions if you are not sure where an item belongs.

Holds

- Items may be reserved on the Hold Line for one week free of charge for existing accounts.
- Items remaining after one week will be returned to stock and a 25% restocking fee will be charged.
- Rentals placed on hold upon return will incur a charge of 5% of the production rental rate per week.
- All holds are subject to approval by ClearCut Costume

Approvals

AT LEAST 50% OF THE ORDER MUST BE RENTED

- Approval Periods:
 - Commercials and videos: 24 hours
 - Features and television: 48 hours
 - Weekend approvals are at the discretion of ClearCut Costume.
- Approvals are subject to a 25% restocking fee for weekdays, and a 40% restocking fee for weekends on items returned - **UNUSED and with the tags still attached** - during the approval time.
- No approval on jewelry and accessories (shoes, belts, hats etc.)
- All items returned on approval must be returned to ClearCut Costume on or before the approval date. Items received after the approval date will be charged the full rental amount for each item.
- All approvals are dependent on the sole discretion of ClearCut Costume, and must be approved before they leave.
- No approval on holiday weekends, photo shoots, animals, some short-term projects, jewelry or accessories.

Rental Payment

- All rental fees are payable upon costume rental. Rental/deposit payment methods are final. Payment for the full rental plus a deposit equal to the full replacement and cleaning cost is required up front for any job not charged to an in-house account.
- Cash, business checks, and major credit cards are acceptable forms of payment for rentals.
- A \$25 processing fee will be charged for any returned checks. Returned checks will result in loss of check writing privileges.
- All rentals that are cancelled or not picked up will be subject to a 25% restocking fee.

Deposits

- Deposits must be made using a major credit card. Payment for the full rental plus a deposit equal to the full replacement and cleaning cost is required up front for any job not charged to an in-house account.
- Deposits will be refunded once the property has been returned, and all loss, damage and cleaning fees have been paid.

In-House (PO/Credit) Accounts

RENTAL POLICY AGREEMENT

- In-House accounts are available on approved credit (a certificate of insurance may be required.) If credit is extended for your company, a purchase order number is required for all orders.
- Terms are Net 30 Days. All past due invoices will incur a 10% late fee.
- The application and instructions are available at clearcutcostume.com

Credit Card Accounts

- Credit card accounts can be opened in person if you are using your own credit card.
- If you cannot come in person or are using another person's credit card, a credit card authorization form must be filled out and sent to info@clearcutcostume.com
- The form and instructions are available at clearcutcostume.com

Alterations & Repairs

- Alterations and/or repairs may not be done using iron-on tape, stitch witchery, zig-zag or machine darning etc. Any use of these techniques will incur loss and damage charges. Any item that is altered must retain the ability to be returned to its original condition, and may need to be restored before return, at the discretion of ClearCut Costume.
- Items are rented as-is. If you notice damage, please point out before rental write-up so that it can be noted on your paperwork to avoid loss and damage charges on return. Repairs for use are the responsibility of the renter.
- Certain items are identified as distressed or available for additional distressing. **These items will not incur fees for additional damage, within reason.**

Returns & Cleaning

- Please bring a copy of your rental contract to facilitate your return. Have all costume pieces on the hangers supplied at the time of your rental.
- Shoes and hats should be in separate bags or boxes.
- Damaged items should be tagged.
- All items must be returned professionally cleaned, unless prior arrangements are made. Use reputable and appropriate cleaners for delicate or vintage items. Damage due to cleaner error will incur loss and damage charges.
- Shoes, accessories and non-washable items should be disinfected and free of dirt, mud, stage blood, sprays, perfume and body odor.
- **Any items not returned clean will be subject to a dry cleaning fee of 15% of the rental amount total.**

Loss & Damage

- If items are lost or damaged, a charge of **at least** the full listed replacement value will be assessed for rental items.
- All top stick **must be removed** before cleaning and return, or item will be subject to damage or labor fees.
- ClearCut Costume reserves the right to accept or decline any replacement items in exchange for lost or damaged property (generally three items to replace the one lost or damaged). Lost items returned after loss fees have been charged will be credited the fee minus the outstanding rental charge.
- Missing self-belts or other pieces integral to and rented with a piece are subject to loss and damage charges.
- Defaced bar code labels will incur a \$5 charge
- Certain items are identified as distressed or available for additional distressing. **These items will not incur fees for additional damage, within reason.**

Early & Late Open

The costume house may be available to open early or stay late for \$75 per hour. There is a one hour minimum charge with no grace period.

Personnel Changes

ClearCut Costume must be kept informed of any changes to Designer, Supervisor, or Accounting contacts.

ClearCut Costume Company shall be held harmless from and against any and all cost, claims, settlements, judgments and expenses arising out of or in connection with this agreement.

I agree with the above terms and policies and accept your conditions

Authorized Signature

Print Name and Title

Date



CLEARCUT
COSTUME CO.
 & MOTION PICTURE
 EXPENDABLES
 PORTLAND, ORE.

PRODUCTION INFORMATION

Date _____

Production Title _____ **Est. Wrap Date** _____

Job Number _____ **Account Type:** Cash/Check Credit Card PO

Rental Type: Weekly (7 days) Production (15 weeks)

Production Type: TV Pilot TV Series Feature Commercial
 Music Video Web Series Photo Shoot Other _____

Production Company _____

Production Billing Address

Street _____ City _____ State _____ Zip _____

Shipping Address *(if different)*

Street _____ City _____ State _____ Zip _____

Production Office Phone _____ **Fax** _____

Production Manager _____ **Email** _____

Accounting Office Phone _____ **Fax** _____

Accounting Contact _____ **Email** _____

Rental Contact _____ **Title/Position** _____

Cell: _____ **Email:** _____

Designer _____ **Email:** _____ **C** _____

Supervisor _____ **Email** _____ **C** _____

Terms for credit/PO are Net 30 Days from the date of invoice. Accounts more than 30 days past due may be closed and account suspended until brought current. Past due amounts will be subject to fees.

I certify that the information above is true and correct, and have received and read the ClearCut Costume rental, return and sales terms and policies and agree to abide by them.

Authorized Signature **Print Name and Title** **Date**



CLEARCUT
COSTUME CO.
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CREDIT CARD AUTHORIZATION

Date _____

I, _____ authorize ClearCut Costume Company to use the credit card information below to charge for rental orders, expendables, deposits, labor, losses, damages, late fees, cleaning and/or other associated charges for the specified Production.

Production Title _____

Production Company _____

Authorized Users _____

CREDIT CARD INFORMATION			
Cardholder Name _____ <i>Name as it appears on card</i>			
Cardholder Address			
Street	City	State	Zip
Credit Card Number _____			
Type of Card _____ (Visa, Mastercard etc.)			
Exp. Date _____		Security Code _____	
Cardholder Phone _____		Email _____	
<input type="checkbox"/> Check Box to keep card in permanent file			

REQUIRED: Please return this form with copies of the cardholder's drivers license and front and back of credit card.

Cardholder Signature

Date



CLEARCUT
COSTUME CO.
—
& MOTION PICTURE
EXPENDABLES
—
PORTLAND, ORE.

RENTAL RETURN PROCEDURES

- Attach a copy of your rental invoice to the return. It is **not necessary** to return items in the same order as the rental sheet.
- A representative of ClearCut Costume must be present to receive the return.
- Have all garments on the hangers supplied at the time of your rental.
- Multiple-piece sets, self-belts and other original sets should be hung together.
- Shoes and hats should be in bags or boxes. Do not put shoes and hats together in the same container.
- Do not hang bags on hangers with other garments.
- All items must be returned professionally cleaned.
- Shoes, accessories and non-washable items should be **dry**, disinfected and free of dirt, mud, stage blood, sprays, perfume and body odor.
- All top stick **must be removed** before cleaning and return.
- Damaged items should be clearly tagged and marked.
- Any items to be placed on HOLD should be together and clearly tagged with the Rental Invoice number, Character, and Length of Hold.



RENTAL POLICIES

Appropriate shoes are required in the warehouse. No open toe, high heels or sandals. No consuming food or drink while pulling clothes. Last order write up of the day is **5 PM**.

ClearCut Costume will always attempt to work within the constraints of your production and budget if we are approached during pre-production.

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