



## **TERMS & CONDITIONS**

*Please read & agree by initialing after each Category that you understand our policy.*

- **PAYMENT:** Acceptable methods of payment terms are Net 30, Cash, Check Requests & Major Credit Cards.  
\_\_\_\_\_ *Initial here after all Payment sub-bullets have been read.*
  - **Net 30 Accounts: Rental and/or Supply orders will not be released without a PURCHASE ORDER NUMBER.**  
Terms are Net 30 days from invoice date. After 45 days, an account is considered delinquent, and the line of credit may be withdrawn. *Rentals:* Client shall pay to Gano as rent for the equipment the rates on the invoice for the period indicated on the invoice and must be paid within 30 days of invoice date.
  - Checks are made payable to: Gano Inc.
  - Maximum outstanding balance is \$4000.00. Gano Inc reserves the right to refuse service if payment status has not been addressed in writing.
  - Non-Sufficient Fund fee is \$35
  - **Accounts not on Net 30:** Rentals will not be released until payment has been received by acceptable methods of payment. A valid Credit Card must be kept on file for Clients who are renting. Gano Inc reserves the right to charge the credit card on file for any actual and verified Loss & Damage plus any pre-approved applicable service charges (reasonable wear and tear excepted).
  
- **RETURNS AND/OR CANCELLATIONS:** A 15% restocking fee will be charged for any returns or cancelled items. Acceptable returns include unopened packages and items in “like new” condition. (Certain products are final sale.)  
\_\_\_\_\_ *Initial*
  
- **RENTALS:** All rentals are quoted as a Production Rental up to 16 weeks, which must be paid within 30 days of invoice date. Rentals kept passed the initial 16-week period will be subject to an extension fee with the option of a Flat Fee Extension rate or Weekly Extension rate. \_\_\_\_\_ *Initial*
  
- **OTHER SERVICE CHARGES:** Client will be charged \$5/Z-rack if for any reason Gano must disassemble or reassemble Z-Rack rentals. (To prevent these charges, client can plan to disassemble/reassemble onsite at Gano Inc.) Removing of any adhesives will be subject to \$10/Equipment. \_\_\_\_\_ *Initial*
  
- **LOSS & DAMAGE:** (“Client Inspection”) You are to inspect the equipment and note, to Gano Inc, in writing any damages within 24-48 hours upon receiving rentals. Any damage or loss (reasonable wear and tear excepted) of rentals other than damage noted during Client Inspection or proven to have been caused by negligence or willful misconduct of Gano Inc will be subject to an additional charge to repair or replace the rented item. L&D replacement cost for each equipment are mentioned on the original invoice. \_\_\_\_\_ *Initial*
  
- **SHIPPING:** Client is responsible for shipping charges upfront unless previous communication has been agreed upon. Client is responsible for shipping fees for returns. \_\_\_\_\_ *Initial*



3715 Northcrest Rd Ste 16, Atlanta, GA 30340

P: 770-448-0385 F: 770-458-8449

[orders@ganoinc.com](mailto:orders@ganoinc.com)

[www.ganosales.tv](http://www.ganosales.tv)

### NEW ACCOUNT APPLICATION

Production Title \_\_\_\_\_

Production Company \_\_\_\_\_ Office Number \_\_\_\_\_

Production Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Production Type:  TV Series  Feature  Commercial  Video/Web/TV Specials/Reshoots  Other \_\_\_\_\_

Estimated Production or Rental Dates: From \_\_\_\_\_ to \_\_\_\_\_

**PAYMENT METHOD:** Check a box below & complete the required page

Purchase Order (page 3)       Check Request (page 4)       Credit Card (page 5)

**SHIPPING ACCOUNT INFORMATION:** (if applicable)

FedEx Account #: \_\_\_\_\_ UPS Account #: \_\_\_\_\_

Production will provide shipping labels to GANO instead

**Production Manager** \_\_\_\_\_ Contact # \_\_\_\_\_

**Costume Supervisor** \_\_\_\_\_ Contact # \_\_\_\_\_

• Email \_\_\_\_\_

**Costume Coordinator** \_\_\_\_\_ Contact # \_\_\_\_\_

• Email \_\_\_\_\_

**Set Dec. Coordinator** \_\_\_\_\_ Contact # \_\_\_\_\_

• Email \_\_\_\_\_

**Locations Manager** \_\_\_\_\_ Contact # \_\_\_\_\_

• Email \_\_\_\_\_

**Accounts Payable Contact:** \_\_\_\_\_ Office Number \_\_\_\_\_

• Accounts Payable Email \_\_\_\_\_



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**PURCHASE ORDER PAYMENT AGREEMENT**

\_\_\_\_\_ is requesting that a credit account be opened with Gano Inc. for  
(Production Company)  
services in connection with the production titled, “ \_\_\_\_\_ ”.  
(Current Production Title)

This letter confirms that the production will provide ongoing payments to Gano Inc. for providing goods and/or services and/or the rental of equipment.

\_\_\_\_\_ hereby agrees to accept responsibility for any credit incurred on  
(Production Company)  
this project, subject to the following condition. A valid Purchase Order form must be completed by the production personnel and all invoices issued by Gano Inc. must contain the corresponding Purchase Order number to effect payment in a timely manner.

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By signing the application, I grant Gano Inc. to verify all data provided herein. I have read, understand, and agree with all the terms and conditions of this application and of all Gano Inc. transactions.





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## CREDIT CARD AUTHORIZATION FORM

***\*All Credit Card transactions will be subject to an additional 4% Technology Fee\****

I, \_\_\_\_\_ authorize Gano to charge my:

- American Express
- Visa
- Mastercard
- Discover

**Name on card** \_\_\_\_\_

**Credit Card Number** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_

**Security Code** \_\_\_\_\_ (If Amex, 4 digits over the last numbers of the card. If Visa/Mastercard, 3 digits on the back.)

**Billing Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_

**Zip code of the billing address** \_\_\_\_\_

By signing this Credit Card Authorization form, I grant Gano Inc. to verify all data provided herein. I have read, understand, and agree with all the terms and conditions of this application and of all Gano Inc. transactions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_