



EQUIPMENT RENTAL INFORMATION

Please review this important information to ensure that your equipment rental is processed correctly and efficiently. **PLEASE NOTE: your order will only be confirmed once we have received your paperwork and insurance.**

- **PAPERWORK:** All paperwork must be completed and signed, along with a photocopy of your ID and credit card. Eastside Camera's Rental Packet includes:

- Equipment Rental Agreement
- Production Contact Information
- Credit Card Authorization

- **INSURANCE:** A current Certificate of Insurance (COI) must be issued to Eastside Camera Services with our current address. The amount of coverage for rented equipment must exceed replacement value of equipment and coverage dates must include all Rental Days, including prep, shoot and day of return.

- **PAYMENT TERMS:** All orders are C.O.D. unless otherwise noted. If you choose to pay by check please submit a check prior to your prep day. All orders require a completed Credit Card Authorization regardless of method of payment.

- **RETURNS:** All returns are due by 9:30am (we open at 8am). Returns received after 11am will be subject to a 50% Rental Day charge. Returns received after 1pm will be subject to a full Rental Day charge.

- **Rental and Equipment Contact**
Jordan Trembl
Jordan@eastsidecamerala.com
323.218.0699

- **Account and Billing Contact**
Dan Thomas
dan@eastsidecamerala.com
323.218.0698