

## INITIATING CAMERA RENTAL ACCOUNT for CamTec Motion Picture Cameras

In order to initiate your rental account, there are a few forms we need completed and sent back to us before we can release the rented camera equipment:

- 1. Insurance Certificate
- 2. Credit Card Authorization Form (for COD & deposit)
- 3. Terms & Conditions
- 4. Credit Application

### EXPLANATIONS:

1. INSURANCE CERTIFICATE
  - A. "CamTec Motion Picture Cameras" should be named as the certificate holder on your insurance certificate.
  - B. We require at least \$1,000,000 in coverage for GENERAL LIABILITY.
  - C. We require \$1,000,000 in coverage for the replacement of MISCELLANEOUS RENTED EQUIPMENT ("CamTec" should be named as the Loss Payee as regards this coverage).
  - D. Coverage should be valid for all dates from prep to return.
  - E. Some insurance certificates have multiple pages. When remitting your cert, please ensure we have every page.
2. CREDIT CARD AUTHORIZATION FORM
  - A. *All first-time rentals require COD and deposit.*
  - B. The authorized deposit amount should equal the deductible on your RENTED EQUIPMENT coverage (usually \$1500-\$5000).**
  - C. Whereas a check is acceptable, credit cards are preferable to checks for the deposit, as a Deposit Check will actually be deposited in our bank for the length of your rental. CC deposits are authorized *holds* on the funds only.
  - D. All rental discounts above 25% require COD.
3. TERMS & CONDITIONS
  - A. Please sign and date every page.
  - B. Please complete the company and representative information on the last page.
  - C. Please return *all four* pages of the document.
4. CONFIDENTIAL CREDIT APPLICATION
  - A. This form is necessary to set up an account for future non-COD rentals.
  - B. This form is necessary for the release of any rented equipment being shipped out-of-state.

Please contact us if you have any questions.

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