



THE HAND PROP ROOM, LP 5700 VENICE BOULEVARD • LOS ANGELES, CALIFORNIA 90019 • (323) 931-1534 • FAX (323) 931-2145

**CREDIT CARD POLICY**

**It is important that you read this form in its entirety!**

If you choose to use your credit card for the deposit to secure props please be advised that this will put through as a CHARGE. Upon a complete return you will be credited. **Additional weeks billing and any loss or damage will be charged directly to your credit card.**

**WE PREFER NOT TO ACCEPT DEBIT CARDS OR BUSINESS CHECK CARDS**

If you choose to use either method for payment or deposit we will promptly refund any amounts due to you, but please note that some financial institutions hold the funds for up to 30 days after we issue the credit. We have no control over that and do not assume responsibility.

◆ PRODUCTION COMPANY \_\_\_\_\_ PRODUCTION NAME \_\_\_\_\_ ◆

**I AUTHORIZE ALL RENTALS AND DEPOSIT ON THE FOLLOWING CREDIT CARD:**

NAME EXACTLY AS IT APPEARS ON THE CARD \_\_\_\_\_

CARD ACCOUNT NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ CID CODE \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

SHIPPING ADDRESS (IF APPLICABLE) \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

HOME PHONE/BILLING NUMBER \_\_\_\_\_

I AUTHORIZE THE PERSON NAMED HERE TO PICK UP THIS ORDER \_\_\_\_\_

CARD HOLDER SIGNATURE \_\_\_\_\_

**\*\*\*IMPORTANT\*\*\***

**PLEASE INCLUDE WITH THIS FORM A PHOTOCOPY OF THE FRONT AND BACK OF THE CREDIT CARD THAT YOU ARE USING AND A COPY OF THE DRIVER'S LICENSE OF THE SIGNER. THANK YOU.**

**EMAIL completed applications to [accounting@hpr.com](mailto:accounting@hpr.com) or FAX to (323) 931-2145**