



Costume Rentals Corporation 11149 Vanowen Street, North Hollywood, CA 91605

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To Our Valued Customers:

This is to inform you of our new policy regarding **VISA, MASTERCARD** or **DISCOVER** payments. For your protection and ours, we now require that you show us a legal verifiable form of photo identification in order to use your credit card when conducting business with CRC. You must also have your credit card with you as we will not accept a verbal issue of your credit card number.

In cases of phone-in orders we need you to fax or e-mail us the following:

- ◆ A copy of your credit card
- ◆ A copy of your Photo ID or Driver's License
- ◆ And this completed form

In the event that you have been authorized to use someone else's card, you need to present us with the cardholder's original letter of authorization, a copy of his/her photo identification, as well as your own identification card.

Please note that effective immediately we will no longer transfer balances from your credit card by later accepting a cash or check payment. We will only reverse the charges for the deposit on your rentals. You can have your Production Company reimburse you for the balance left on your card.

Thank you for your cooperation regarding this matter.

**** Please refer to our RENTAL AGREEMENT for additional information regarding labor, deposits, refunds, cleaning, extended rental charges, loss and damage, replacement policy, etc.**

Please complete the following information in order to properly process you credit card transaction

Cardholder's Name: _____
(Please print your name as it appears on your card)

Cardholders Billing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone number associated with card: _____

Cardholder's Daytime Telephone #: _____ Fax#: _____

() VISA () MC () Discover ACCT #: _____ Expires: _____

Card Code: _____ (3 digits located on the signature line on the back of your credit card)

*****Sorry, we do not accept AMERICAN EXPRESS*****

I/We authorize **Costume Rentals Corporation** to charge the above listed credit card account number for the charges incurred for:

Production Co: _____ Show: _____

I have read and agree to Costume Rentals Policy

Cardholder's Signature: _____ Date: _____