



Customer Information Request

Date: _____

Job Name: _____ PO#: _____

Company: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Person To Contact: _____

Phone: _____ Fax: _____

FedEx Account #: _____

All shipments to location are F.O.B. New York City – all shipping charges must be prepaid or a FedEx account number supplied. All equipment shipped from out of town must be pre-paid or a FedEx account supplied.

Regular Terms or payment required by Cinema-Vision, Inc. are as follows:
(unless otherwise specified):

- Rentals: All invoices are net 30 days
 - Sales: All invoices are due upon receipt
 - Repairs: All invoices are due upon completion of repair.
- There are no exceptions to these terms.**

Insurance Requirements

Please note the various questions pertaining to insurance. It is necessary for Cinema-Vision to have a certificate of insurance which clearly states the following:

1. That the customer's policy provides coverage for rented equipment and accessories.
2. That the limit of liability is clearly stated.
3. That the deductible, if any, is indicated.
4. That the coverage is all risk.
5. That the coverage is written on a world-wide basis, including transit.
6. That the coverage includes theft from unattended vehicles.
7. That the coverage is written on a "Replacement Cost Basis".
8. That the policy lists "Cinema-Vision, Inc." as "Lost Payee", "Additionally Insured".
9. That the captioned policy will be endorsed to provide 30 days written notice to Cinema-Vision, Inc., in the event of cancellation, reduction, or increase in coverage.
10. That the policy includes an endorsement stating with respect to equipment rented from Cinema-Vision, Inc. any losses covered hereunder shall be adjusted with the insured and made payable to Cinema-Vision, Inc. as their interest may appear.

Additionally, the certificate must be signed by either a representative of the insurance company or an agent of the company. It is the customer's responsibility to furnish Cinema-Vision, Inc. with a certificate of insurance. This should be done upon the first rental, and again on each renewal term of the policy. There will be no rentals without a current certificate of insurance in Cinema-Vision, Inc.'s possession.