



New Account Set Up

Thank you for your interest in placing an order with 27 Notch. Our standard policy for new clients on their first order is COD. Below outlines our rental requirements for new clients. Please contact us should you have any questions or concerns. We look forward to your business.

Insurance Requirements

27 Notch requires both property and liability coverage. 27 Notch must be named as a certificate holder, which means you cannot provide merely evidence of insurance.

We require that rental clients provide us with an insurance certificate, one that is equal to or greater than the value of the rented equipment. The insurance certificate must list 27 Notch as **Additional Insured** regarding liability coverage and as **Loss Payee** regarding property coverage. Insurance coverage must specify for "rented/ leased equipment". If you will be taking the equipment outside the United States, your insurance must also include worldwide coverage.

At a minimum, your insurance must cover the entire rental period, from pickup/delivery date through date of return. You are welcome to provide blanket insurance coverage so that a new certificate is not required on a per-rental basis. Insurance must be verified and in place before a rental, so be sure to fax it promptly. Do not hand carry the insurance certificate to our location on the day of your rental.

Certificate Holder Box: 27 Notch Productions 1570 La Baig Ave, Los Angeles, CA 90028 T: 323-272-6996 F: 800-340-7940

Required Deposit: Please be prepared to leave the deductible amount listed on your policy as a deposit. A deposit can be cash, but most commonly is a "hold" of available credit from your credit card. The deposit amount is not actually charged to your card, but is an "authorization" or "hold" of available funds. You will not have access to those funds during your rental period. Once the equipment returns and we have verified that there is no damage, the hold will be released. 27 Notch does not recommend using a debit card as a deposit because funds are removed from your bank account, and banks often take several days to process a refund.

Payment Terms: Full payment of order is required prior to receipt of equipment. You may use cash, check, money order, a credit card, or a wire transfer upon approval. 27 Notch accepts Visa, Mastercard, Discover, and American Express. If the cardholder will not be present during rental pickup, please complete the attached cardholder's authorization form and return to 27 Notch prior to the rental pick up. A legible photocopy (front & back) of the cardholder's driver's license and credit card(s) must accompany the completed authorization form. The attached Equipment Rental Agreement requires the cardholder's signature as well.

Please note that 27 Notch cannot accept a credit card over the phone.

In Lieu of Insurance:

If you are renting equipment valued under \$10,000 replacement cost and need a quick turnaround time for your rental, a security deposit in the amount of the equipment's replacement value will be required.

A security deposit may be cash, but most commonly is a "hold" of available credit from your credit card. We do not accept checks for security deposits. 27 Notch cannot provide insurance coverage or waivers or cover clients under our insurance. If you have questions about how to purchase insurance or would like a referral, please contact our accounting department.