

Production Packet

Please email completed Production Packet to: wingate@scnola.com

(PLEASE PROVIDE A COMPLETE APPLICATION TO ENSURE THE QUICKEST PROCESSING)

Amount of Credit Applying for USD \$ _____

Duration: Est. Start Date _____ **Est. End Date** _____

Company Information:

Production Company _____ Show Name _____

Customer Account # _____ Telephone _____ Fax _____

Billing Address _____ City/State _____ Zip _____

Production Location _____ E-Mail _____

Federal Tax ID# _____

Does this production have a financial guaranty?(Lending Institution, Bonding Co. etc...) Yes ___ No ___

Name: _____ **Tel. #.** () _____ - _____

I. Type of Company

____ Movie Production
 ____ Production of Commercial
 ____ TV Production
 ____ Theatre or School
 ____ Other _____

II. Form of Company

____ Corporation in the State of _____
 ____ Sole Proprietorship
 ____ Partnership

III. Principal Information

Name: _____ Social Security No: _____

Address: _____ City/State: _____ Zip Code: _____

Home Phone: _____ email: _____

IV. Financial References

Company Bank Name _____

Street Address _____

City _____ State _____ Zip _____

Telephone # _____ Fax # _____

Account Numbers:

Checking: _____ Savings: _____

Credit Line: _____ Other (*please specify*): _____

Contact Name _____ Title _____

V. Trade References

Company Name (1) _____

Telephone # _____ Fax # _____

Contact Name _____ E-Mail _____

Of Years Doing Business Together: _____ Account Number: _____

Company Name (2) _____

Telephone # _____ Fax # _____

Contact Name _____ E-Mail _____

Of Years Doing Business Together: _____ Account Number: _____

VI. Production Staff (Please provide complete contact info below including phone and email.)

- **UPM:** _____ Tel #: _____
email: _____

- **POC:** _____ Tel #: _____
email: _____

- **Accounting:** _____ Tel #: _____
email: _____

- **Accounting:** _____ Tel #: _____
email: _____

- **Costume Designer:** _____ Tel #: _____
email: _____

- **Costume Supervisor:** _____ Tel #: _____
email: _____

- **Costume Supervisor:** _____ Tel #: _____
email: _____

- **Key Costumer:** _____ Tel #: _____
email: _____

Surety Undertaking

The undersigned furnishes the above information for purposes to determine credit line and certifies that all above information is complete, factual, and correct and understands that Southern Costume Co. LLC. (SCC) will rely on the accuracy of this information for any credit that may be extended. ***SCC and their agents are hereby authorized to contact any parties from any source and to verify any information contained on this credit application. The undersigned waived any privacy of credit information rights or regulations.***

If any representations made on the application prove to be untrue, the undersigned agrees that all obligations of the applicant to, or held by, SCC or their agents shall immediately become due and fully payable without demand or notice.

The undersigned hereby acknowledges receipt of a copy of this credit application.

Title _____ Date _____

By _____
(Print Name)

Signature _____

**TERMS OF AGREEMENT FOR AN
OPEN CREDIT ACCOUNT**

The following are our terms of agreement for an open account with Net15 days. In accepting these terms and placing and receiving your order, you, _____, and its owners(s), (hereafter, "customer"), are accepting and acknowledging notice of our standard terms for open accounts:

- Customer agrees to pay within the prescribed number of days (i.e., 15 days from invoice date or date that goods are shipped). Customer agrees that, if payment is not received within the number of prescribed days, a one and a one half percent (1.5%) service charge per month (totaling 18% annually) may be imposed on the unpaid balance in excess of terms. In addition, future shipments may be held until the present balance is paid in full. These terms are subject to change without notice. This list of terms is intended to address certain issues and is not intended to be all-inclusive. If necessary, Southern Costume Co, will undertake any and all legal measures available to recover bad debts. All rights reserved.
- In addition, Purchaser agrees to pay all reasonable costs of collection including but not limited to Attorney Fees, Court Costs, Collection Agency Fees, and all expenses incurred by the seller to enforce collection of this account in the event of failure of said purchaser to pay this account when due.

For all *custom* orders, customer agrees to pay a 50% deposit. This deposit will be required at the time the order is placed. The order will not be processed until the deposit is received. The remainder of the balance is due 15 days from the date of shipment.

For all pulls equal to or over \$1000.00 in value, customer agrees to pay a deposit equal to three times the rental before merchandise is allowed to leave the premises.

We appreciate your business and look forward to serving you in the future. Please contact us if we can be of any assistance to you.

Company _____

By _____

Title _____

Telephone _____

Date ____ / ____ / ____

SCCNOLA INFORMATION SHEET

PRODUCT INFORMATION SHEET: The "SCC Production Packet" must be completed before wardrobe, supplies or labor charges can be incurred and any wardrobe leaves Southern Costume Co.

RENTAL PERIODS: Weekly (7 days) or Production (12 weeks) Production Rentals over 12 weeks with incur an additional 5% charge per week. Any wardrobe not returned by the end of the rental period will be subject to an additional charge. All wardrobe rentals that are not picked up or cancelled are subject to a re-stocking fee.

APPROVALS: All approvals are at the sole discretion of management. Wardrobe taken out on "Approval" must have management sign off and is subject to a 25% restocking fee based on the rental price and must be returned within 24 hours of pickup or be charged. No Approvals for Holidays, weekends, photo shoots, jewelry or accessories.

LABOR CHARGES:

\$500.00 per day - Weekend Opening	\$75.00 per hour - Off site fitting with Costumer or Seamstress
\$50.00 - Pick up or Delivery	\$45.00 per hour - Head Seamstress
\$45.00 per hour – Alterations	\$45.00 per hour - Made to Order
\$40.00 per hour - In house Costumer	

RENTAL CLEANING FEE: A cleaning fee equal to 15% of the weekly/base rental will be added to each order if returned unfit for stock (wrinkled or dirty).

OFFICE/CAGE RENTALS: Office rentals are based on square footage of the space leased at a rate of \$75.00 per sq ft per annum (divided by 12) Each office is provisioned with two telephones and two desks. Telephone lines are \$100.00 a month/each.

HOLD Policy: All wardrobe can be "Held" on the line or racks for a period of one week. Wardrobe remaining on the line after one week will be restocked and a 25% restocking fee will be charged.

IN HOUSE ACCOUNTS: In house accounts are available on approved credit via our accounting department. A certificate of insurance made out to SOUTHERN COSTUME CO. may be required. If credit is extended to your company, a purchase order number must be provided for all Rental Invoices.

RENTAL PAYMENT: Cash, checks or major credit cards are acceptable methods of payment for rentals.

No cash or personal checks will be accepted or used for deposits. A \$50.00 processing fee will be charged for any returned checks and will be grounds for loss of check writing privileges.

SHIPPING: Southern Costume maintains its own accounts with FedEx/UPS and will ship items at the behest of "production" and submit an invoice for same expecting reimbursement as part of the service that we provide. Charges will be backed up with Shippers original invoice for verification purposes upon request.

DEPOSITS: Deposits can be made with any major credit card. A deposit equal to three times the weekly rental is required for any job not charged to an "In House" account. A deposit equal to one times the amount of the rental will be required for any pulls that exceed \$1000.00 for "In-House" accounts. Credit Card deposits are processed for authorization only at the time of rental. A 50% deposit on "Made to Order" are required prior to the commencement of work based on the estimated cost for all accounts.

LOSS and DAMAGE: Any wardrobe lost or damaged will be subject to a fee equal to 10 times the production rental. Replacement value of any made to order or specialty items will be assessed at the discretion of Southern Costume and its management. Trades may be considered and subject to management approval.

ALTERATIONS AND REPAIRS: Alterations and/or repairs may not be done with iron tape, zig-zag machine stich, stich witchery, darning with a machine or any other similarity. Any use of these techniques will incur damage charges. At no time is the garment being altered to be "cut" to length or fabric removed to facilitate the alteration.

PROCUREMENT: SCCNOLA will work with production in a pass through capacity for procurement for a fee of 4% with the proper documentation (holding SCCNOLA harmless and indemnifiable as it relates to rental loss and damage with third party vendors) and agreements in place. A "Service Agreement" form must be completed and signed in order to enter into an agreement.

SOURCING: SCCNOLA agrees to work with production in order to source Wardrobe related items. In house costume labor rates will apply along with the agreed upon Procurement rate.

SOUTHERN COSTUME COMPANY must be kept informed of any personnel changes that affect the Costume Designer or Costume Supervisor positions.

SOUTHERN COSTUME COMPANY shall be held harmless and indemnifiable from and against any and all costs, claims, settlements, judgements and expenses arising out of or in connection with this agreement.

I AGREE WITH THE TERMS AND POLICIES AND ACCEPT YOUR CONDITIONS

Signature: _____ Print name: _____ Date: _____

RENTAL RETURN PROTOCOLS

1. **Local returns:** All wardrobe should be returned on hangers, in an enclosed vehicle, hanging on racks.
2. Wardrobe must be cleaned. We recommend Metro Cleaners for Men's clothing and Women's clothing. There will be a 15% cleaning charge if wardrobe is not clean.
3. **Distant location Returns:** Unless the wardrobe is packed properly it will be received in a wrinkled state necessitating cleaning for which there will be a 15% charge.
4. Wardrobe should be arranged in chronological order on the rack according to the shipping sheets.
5. Each item or group of items on a sheet should be tagged with the sheet and line number listed. All sheets returned complete should have "Return Complete" on the tag. We also accept copies of our Shipping Sheet as long as it is clearly dated and marked which item is being returned.
6. All shoes and hats should be returned in boxes. We do not recommend pinning the hats to garments or returning them in bags hanging from the garments. Never put shoes and hats in the same box.
7. Any items damaged should be tagged accordingly.
8. Any items being put on "Hold" should be tagged with the sheet number, line number, character, and length of hold. This tag should stand out from other tags.
9. When return is ready to be worked, a wardrobe representative from the show should be present if possible.
10. All altered garments must be restored to original size and style.
11. All shoes should be cleaned as needed.
12. All loss and damage will be reviewed with the supervisor once return is complete.
13. **If these procedures are not met, expect a \$45.00 per hour "labor" charge or more to be determined by the size of the return.**

Thank you for your cooperation.

Costume Supervisor signature: _____ **Date:** _____

