



CREDIT/DEBIT CARD AUTHORIZATION FORM

In order for Pinacoteca Picture Props to process your payment/deposit, this form must be COMPLETELY FILLED OUT AND RETURNED. *Please submit this authorization with **a photocopy of the cardholder's state issued identification, as well as front and back side of the credit card.**

I, the undersigned, authorize Pinacoteca Picture Props to charge my credit card account described below upon request.

Company Name _____

Show or Job Name _____

Name on Card _____ Card Holder's Phone Number _____

Card # _____ Expiration Date _____ 3 or 4 Digit CSC Code _____

Credit Card Billing Address _____

All persons who may be authorized to place orders on behalf of card holder

Email(s) of Authorized representative for this job (IE Coordinator)

I understand (and agree to) the following:

- All of the information listed above is true and correct.
- In order to expedite to the release of your order Rental Fees may be charged to my Credit/ Debit card at the time of **order confirmation**. Orders canceled after my Credit/Debit card has been run will be subject to a 3% processing fee.
- Confirmed orders that are canceled after they have been packed and pulled are subject to a 25% re-stocking fee of the pre-tax rental total.
- Late and Loss/Damage fees may be charged to THIS CARD, pursuant to the terms of the Rental Agreement signed by the above production company's authorized representative should the production company not provide alternate forms of resolution.
- Requests to change the form of payment after a Credit/Debit Card has been charged will be subject to a 3% processing fee.
- Alternate forms of payment are available, i.e. ACH, cash or check upon pickup. Please let Us know in advance if you choose to pay with another method.

Card Holder's Signature: _____

Date: _____

We do not keep cc info on file unless requested.