

PREP DEPT

REQUIRED CLIENT INFORMATION SHEET

We will require a deposit cheque in the amount of \$1000.00, your CREDIT INFORMATION SHEET and this Client Information Sheet

PLEASE FILL IN ALL FIELDS

PRODUCTION COMPANY _____

PRODUCTION NAME _____

FULL MAILING ADDRESS _____

PHONE NO _____ FAX NO _____

PRODUCTION DATES START _____ WRAP _____

RENTAL CONTACT NAME/ BUYER/STYLIST _____

DEPARTMENT _____

CELLULAR NO _____

E-MAIL _____

METHOD OF PAYMENT CREDIT CARD CHEQUE REQ PO

FED EX # _____ UPS# _____

ALL INVOICES WILL BE EMAILED TO THE FOLLOWING:

4) PROPS E-MAIL _____

2) COSTUMES E-MAIL _____

3) SET DEC E-MAIL _____

4) ACCOUNTING E-MAIL _____

PREP DEPT

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