

SPORTSROBE POLICIES:

PAYMENT:

Sportsrobe is a NET 10 company.

Sportsrobe accepts cash or credit card. Check requests (POs) taken from approved customers only.

Payment arrangements must be made at the start of each order.

50% deposit required on custom orders.

Cards are charged when orders leave the building. Processing fees: 3% on orders over \$1500, 5% on orders over \$2500.

Credit card authorization form to be completed at the start of each order.

PAPERWORK:

Credit Card Authorization: completed up front. NOTE: Sportsrobe does not authorize the card or keep info on file.

Certificate of Insurance may be requested on larger orders.

Credit Reference & One Sheet from new customers that are not in our system yet.

Release of Liability is required for the rental of any athletic equipment.

Licensed (NFL, NBA, MLB, MLS, US SOCCER) rentals require league approval. Sportsrobe can help with clearances.

- Sportsrobe does not sell licensed products.

Shipping: Customer may provide an account number, otherwise fees will be billed on the invoice.

- We ship with FedEx or UPS and offer a same-day messenger service.

- Shipping time does not count against the customer's rental period.

Pull: Sportsrobe charges \$45 per hour to pull items from inventory.

Tax: On all productions shooting in California. No tax on productions shooting out-of-state. No tax on services.

Approval:

- All approvals must be granted before items leave the building.

- There is a 10 item limit for approval.

- Approval is \$5 per item for a 24 Hour Period. If the item is not returned to Sportsrobe by the end of the 24 hour period, a one week rental will be assessed for the items.

- There will be a \$3 re-stocking fee for every item that Sportsrobe staff is required to put back.

- There is no weekend approval. All items taken on a Friday are subject to a minimum of a 1 week rental, unless they are returned by the end of the day on Friday.

- Items on approval are not allowed on set.

- There is no approval on accessories or equipment. This includes: helmets, pads, cleats, belts, hats, balls, etc.

- No approval on licensed items.

Laundry: All items should be returned clean. Sportsrobe charges \$35 per load on dirty returns.

* Wool, satin, period and licensed items must be dry-cleaned.

L&D: Customer is liable for up to ten times rental value, if items are lost or damaged.

Restock: All items on hold or 'pulled' from inventory need to be re-stocked or a \$3 fee will be applied (per item).

Vendor Returns: All items ordered from an outside vendor, cannot be returned to the vendor for credit.

After Hours: Sportsrobe is available to open during non-business hours. Rates are billed in two hour increments.

Weekend Policy: Sportsrobe is available to open weekends. Rates are billed in four hour increments.

* After an order, Sportsrobe may have to create an additional invoice to cover any of the following:

L&D, restocking, unforeseen vendor fees, additional laundry or shipping fees.

Sports Studio Ventures, LLC dba Sportsrobe

1831 W. 208th St
Torrance, CA 90501
310.559.3999 (O) 310.559.4767 (F)

CONFIDENTIAL CUSTOMER CREDIT CARD INFORMATION

Card Owner Name: _____ Business Name: _____
Home Address: _____ Business Address: _____
City, State, Zip: _____ City, State, Zip: _____
Home Telephone: _____ Business Telephone: _____

PLEASE PLACE A LEGIBLE COPY OR IMPRINT OF THE CREDIT CARD IN THE SPACE BELOW
WE ACCEPT DISCOVER, MASTERCARD, VISA OR AMERICAN EXPRESS

FRONT:

BACK:

Card Type: _____ ** Expiration Date: _____
** Credit Card Number: _____ ** Security Code: _____

*** Credit Card Billing Address:

_____ Same As Home

_____ Same As Business

_____ Other (Please Specify): _____

To Sports Studio Ventures, LLC,

You are authorized to accept orders from our business and charge the cost of such orders to my credit card account. I understand that I shall be fully responsible for any obligation not paid pursuant to this authorization. Waiver of any payment due from any party to this authorization shall not release my obligation for payment or any charges due and owing to Sports Studio.

In the event that litigation is commenced to enforce any of the terms in this agreement, Sports Studio shall be entitled to its costs thereof, including reasonable attorney's fees.

Card Owner Signature: _____ Date: _____

SPORTS STUDIO

Sports Studio Ventures, LLC
dba Sportsrobe
1831 W. 208th St
Torrance, CA 90501

RELEASE OF LIABILITY

Date: _____

To: _____

Re: _____

From: Sports Studio Ventures, LLC; dba Sportsrobe ("Sportsrobe")

Sportsrobe is a company founded on the principal of being able to provide you with the most accurate sports look for your production. We maintain an exceptional inventory of sports clothing and props (i.e. equipment) dating back to the early 90's.

Please be advised that the _____ wardrobe/ props (i.e. equipment) that Sportsrobe is renting to _____ productions is for costume purposes only. All equipment is rented with the sole intention of being used for or incorporated into a costume. All equipment rented from Sportsrobe is maintained and routinely checked for safety, however we do not guarantee its use as protective equipment. Any use beyond costume purposes is done so at user's risk. No protective product can totally eliminate the inherent physical risks of its use in sports, especially contact sports.

By signing and returning this document, _____ agrees to release Sportsrobe from any legal action that may arise from the rental of this wardrobe/ props (i.e. equipment) if used as "protective" equipment in the production of the _____ .

Sincerely,
Sports Studio Ventures, LLC
dba Sportsrobe



Mark Koesterer
President/ CEO

I/ We, _____ agree to the above terms and conditions.
Producer signature: _____ Date: _____