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# Deposit and COD Policy

## RENTAL PAYMENT

All rentals and purchases must be paid for before your order may leave the building. All subsequent week rentals beyond the original rental period must be paid for no later than the time of return, along with any loss/damage charges that may be due.

## DEPOSIT REQUIREMENT

A security deposit will be required in an amount equal to your insurance deductible or the replacement value of the props/puppets/costumes being rented, whichever is less. Deposits will be refunded only once all props have been returned, and all loss/damage and open invoices have been paid.

For rentals up to two weeks: Deposit checks for up to two weeks rentals will be held in our accounting office until all props are returned and all loss/damage charges have been paid. If the rented props stay out beyond the two week rental period, the check will be deposited, and you will be sent a refund check once your check has been cleared by the bank.

## ACCEPTED PAYMENT

Animal Makers accepts business checks, credit cards (American Express, MasterCard, Visa, Discover Card), cashier's checks and money orders. Personal checks will not be accepted. Return checks are subject to a \$25 service fee.

FedEx / UPS account #: \_\_\_\_\_ or Animal Makers direct bill: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

