



Green Set, Inc.
motion picture plant rentals

P.O. POLICY

1. **P.O. numbers** are required before or upon Pick-Up of any order. (No Exceptions)
2. **A Hard Copies of P.O.** for production companies must be faxed over or received upon Pick-Up or Delivery of any order.
3. **If a Job Number or Set Name** needs to be stated on the order, please inform the salesman at the time of placing you order.
4. **If your company Does Not use P.O. numbers**, please inform the office staff to avoid and confusion or delay in processing your order.

C.O.D. POLICY

1. **Rental and Deposit Checks**, Two Separate Checks, Must be at the Location at Time of Delivery or in our Office at the Time of Pick-Up or the Material **Will Not** be Released or Unloaded.
2. **Rental and Deposit Checks** may only be drawn on the Company renting the merchandise. Personal Checks Are Not Accepted.
3. **Certificate of Insurance** must be faxed to Green Set before Delivery Date.
4. **The Insured Name** must be the same as the name of the Company issuing both the Rental and Deposit Checks.