

ACCOUNT APPLICATION PACKAGE

Hello and thank you for choosing to rent with **FRANK Gear**, A division of FRANK Digital.

We are pleased to open a new account for you, and this package includes all the documents needed.

Please send back this package complete with the following:

- Valid Certificate of Insurance addressed to FRANK Digital Inc. (Full Insurance requirements found on page 2.)
- OR**
- Credit Card Authorization Form (Page 3) Indicating a \$2000 security deposit.

If you would like to manage payment before to arriving at the shop you can do so by:

- Credit Card Authorization Form (Page 3) Indicating Invoice Payment
- OR**
- Application For Credit Account Application (Page 4)

Once all forms are completed please email in a copy to gear@frankdigital.ca or to the member of our rental staff that has been assisting with your order. If you have any questions please call 1(204) 772-0368 for assistance.

RENTAL POLICIES

All equipment is quoted "per day". Weekends are considered to be 1.5 days. Discounts apply for longer term rentals. "Half days" are considered to be 5 hours from the time the equipment leaves FRANK Digital until it returns, and are billed at 2/3rds the rate of a full day. Data management & offloading, mileage, parking, consumables, couriers and shipping are extra. All prices are in Canadian dollars, and subject to applicable taxes.

Proof of production insurance and/or a \$500 to \$2000 damage deposit is required on all rentals. The deposit charge will be determined by FRANK staff at the time of rental based on value of equipment. Deposits are placed as a hold on a valid credit card. Once equipment is returned it will be checked for damage and the deposit, minus any damage, will be refunded within 72 hours. Cash or debit deposits will not be accepted.

Equipment rented will be available for pick-up between 1500 & 1800 the day prior to rental if possible. Rented equipment must be returned during morning drop-off hours the day following the rental otherwise you will be billed for another day. Morning drop-off hours are between 0830 & 0930 on weekdays. We are closed on weekends, so weekend rentals must be picked up between 1500 and 1800 on Friday. Weekend rentals must be returned between 0830 & 0930 Monday morning.

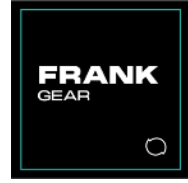
Batteries for wireless microphones are available at an additional cost. The Renter is responsible for ensuring the proper off-loading, backing up and archiving of the media recorded to the cards. This process must happen within the rental period, before the camera or audio recorder are returned. Unless other arrangements are made at the time of rental, the cards will be erased and re-formatted upon the return of the device.

Thank you!

INSURANCE REQUIREMENTS



FRANK Digital
Winnipeg, Manitoba, Canada
509 Century Street R3H 0L8



ALL THREE POINTS BELOW MUST BE SATISFIED BEFORE EQUIPMENT WILL BE RELEASED FOR RENTAL AND PICKUP

- **RENTER'S NAME**

Whether your Certificate of Insurance (COI) is on one page or multiple separate pages, the legal name and address of the renting party on your account and our quote must match the Named Insured on the COI.

FRANK Digital will change the name on the account and our quote to match the COI if need

- **GENERAL LIABILITY - MINIMUM LIMIT \$2,000,000**

The COI must have FRANK Digital as Additional Insured under the General Liability coverage. Deductible not to exceed \$5,000.00. The following language must be on the COI:

FRANK Digital, its officers, directors, employees and agents are hereby added as Additional Insured with respect to the operations of the insured. The policy is primary and not contributory, and In the event of cancellation or decrease in limits, a 10 day notice will be given by email to FRANK Digital. Furthermore, Cross Liability, Severability of Interest and Subrogation are waived.

- **PROPERTY - LIMIT TO REPLACEMENT COST OF RENTED EQUIPMENT**

The COI must have FRANK Digital as Loss Payee under the Property coverage. Deductible not to exceed \$5,000.00. The policy must specifically cover "Rented Equipment". The following language must be on the COI:

FRANK Digital, is hereby added as Loss Payee as their interests may appear. In the event of cancellation or decrease in limits, a 10 day notice will be given by email to FRANK Digital.

FRANK Digital PRESERVES THE RIGHT TO REFUSE ANY CERTIFICATE OF INSURANCE THAT DOES NOT INCLUDE THE ITEMS REQUESTED ABOVE

- CREDIT CARD APPLICATION FORM -

BUSINESS NAME: _____

BILLING ADDRESS

STREET _____

CITY _____ **PROVINCE/STATE** _____

POSTAL CODE/ZIP CODE _____ **PHONE** _____

CREDIT CARD INFORMATION

PLEASE CHARGE MY:



CARD NUMBER _____ **EXPIRATION DATE** _____

NAME AS IT APPEARS ON THE CARD _____

VERIFICATION NUMBER _____ (For Visa & Mastercard, the verification number is a 3 digit number on the backside of your card. For American Express, the verification number appears to the right of your card number on the front of the card)

AMOUNT OF AUTHORIZED CHARGE _____

FOR THE PURPOSES OF:

INVOICE PAYMENT

SECURITY DEPOSIT

I hereby authorize FRANK Digital to charge the credit card as indicated above:

SIGNATURE _____ **DATE** _____



FRANK DIGITAL

509 Century Street • Winnipeg, Manitoba, Canada • R3H 0L8 • T 204 772-0368 • F 204 772-0360

NOTES:



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- APPLICATION FOR CREDIT ACCOUNT -

REGISTERED COMPANY NAME: _____	OPERATING NAME: _____
PHYSICAL ADDRESS	BILLING ADDRESS
STREET _____	STREET _____
CITY _____ PROVINCE _____	CITY _____ PROVINCE _____
POSTAL CODE _____ PHONE _____	POSTAL CODE _____ PHONE _____

DATE BUSINESS COMMENCED _____

PRIOR LEGAL NAMES / ASSOCIATED COMPANIES _____

PRIOR LEGAL NAMES / ASSOCIATED COMPANIES _____

PURCHASING CONTACT NAME _____ E-MAIL _____

PHONE _____ FAX _____

PAYABLES CONTACT NAME _____ E-MAIL _____

PHONE _____ FAX _____

PRINCIPAL OFFICERS	PRINCIPAL OFFICERS
NAME _____ TITLE _____	NAME _____ TITLE _____
STREET _____	STREET _____
CITY _____ PROVINCE _____	CITY _____ PROVINCE _____
POSTAL CODE _____ PHONE _____	POSTAL CODE _____ PHONE _____

PURCHASE ORDER REQUIRED? Y N PST # _____ GST # _____

AMOUNT OF CREDIT APPLIED FOR: _____

NAME OF BANK _____ ACCOUNT NUMBER _____

ACCOUNT MANAGER'S NAME _____ E-MAIL _____

STREET _____ CITY _____

PROVINCE _____ POSTAL CODE _____ MGR PHONE # _____

MAJOR SUPPLIER REFERENCES

NAME OF BUSINESS _____ CONTACT _____ PHONE _____

STREET _____ CITY _____

PROVINCE _____ POSTAL CODE _____

NAME OF BUSINESS _____ CONTACT _____ PHONE _____

STREET _____ CITY _____

PROVINCE _____ POSTAL CODE _____

NAME OF BUSINESS _____ CONTACT _____ PHONE _____

STREET _____ CITY _____

PROVINCE _____ POSTAL CODE _____

I / We certify that the above information is true and give FRANK Digital permission to conduct a credit inquiry. I / We agree to **payment terms of net 20** days from the date of invoice. I / We agree that all overdue accounts will be charged interest at the rate of %1.5 per month from the due date, and to pay all legal and collection costs. I / We agree to pay a \$15.00 fee for any cheque returned by our bank. I / We do personally guarantee any monies owing to FRANK Digital.

AUTHORIZED SIGNATURE _____ PRINT NAME _____

TITLE _____ DATE _____

Return to: Bev Allen - Controller