

THE WASHINGTON SOURCE

GENERAL TERMS OF BUSINESS

- The Washington Source limits its liability solely to replacement of equipment or refund of rental fees and specifically excludes any consequential damages.
- Equipment should be returned in the same condition as when it was picked up. There will be an extra charge (currently \$40.00/hour) for cleaning or repackaging dirty or unpacked returns.
- Washington Source business hours are 8:00 A.M. to 6:00 P.M. Monday - Friday. Equipment orders received later than 3:00 P.M. of the weekday prior to your shooting day will be billed a \$75.00 late load charge, if the order necessitates leaving after normal business hours or on weekends.
- We consider all orders **HOLDS** unless you tell us otherwise. Should a potential conflict arise we will check back with you regarding equipment you have on "**HOLD**". You may then choose to "**CONFIRM**" or "**CANCEL**" your order. Any "**CONFIRMED**" order that is subsequently cancelled will be subject to cancellation charges.
- A cancellation fee of 50% of the equipment rental ordered and 100% of labor charges will be billed if The Washington Source receives notice of job cancellation later than 12:00 Noon of the weekday prior to the scheduled shoot. For weather cancellations, notice must be received prior to 3:00 P.M. of the weekday prior to the scheduled shoot.
- Equipment delivery may be arranged, (minimum \$45.00). Call for charges.
- If equipment is picked up at the Washington Source by your employee(s), Maryland sales tax of 5% is charged. PLEASE NOTE: FREELANCE PERSONNEL ARE YOUR EMPLOYEES. Delivered equipment is taxed based on the point of delivery.
- As a **Free** service to production companies and producers, as well as to try to have the most qualified personnel possible, The Washington Source will assist in finding Grips and Electrics for your shoots. **However** they are your employees paid by you, and you are liable for their actions and/or injuries. You are responsible for negotiating rates directly with freelancers. You are of course free to book your own crew, subject to the last clause below.
- You are liable for the equipment and vehicles from the time they leave The Washington Source until the time they return. You are solely responsible for ensuring freelancers and drivers are given call time and directions. Unless equipment is delivered, you are solely responsible for assigning a driver or drivers for Grip and or Generator trucks.
- Spare bulbs are furnished at no extra cost. Burn-outs must be returned. Broken or missing bulbs will be charged. There is no burn time charge on any of the lamps or instruments.
- You will be charged for missing, broken, and/or accidental damage to the equipment.
- Equipment rentals: Daily or 4-Day week. ****Features Negotiable****
- Terms are NET 30 DAYS. Sales are C.O.D. Bills over 30 days are charged 1+1/2% per month.
- First time customers will be C.O.D.
- Proof of insurance will be required prior to start of production.
- Prices are subject to change without notice.
- Acceptance of rented equipment constitutes acceptance of all terms and conditions.
- Orders totaling under \$100 are strictly C.O.D.
- Expendable supplies are sold from the truck on an "As-Used" basis.
- Due to current D.O.T. regulations. The Washington Source needs to approve all drivers. All drivers must have a current Medical card.
- The Washington Source for Lighting requires, in most cases, using one or more person(s) from its list of qualified crew personnel and drivers to drive the vehicle to the location city, not necessarily on location, and to work with the equipment on the production.