



# Eastern Effects Rental Requirements

***\*TO CONFIRM YOUR ORDER PLEASE RETURN THE FOLLOWING PAPERWORK\****

1. ***A copy of the signed ESTIMATE. INITIAL THE "JOB OUT & JOB RETURN" DATES.***
2. ***The completed and signed RENTAL TERMS & CONDITIONS.***
3. ***The completed and signed VEHICLE RENTAL AGREEMENT.***
4. ***The completed and signed CREDIT CARD AUTHORIZATION.***
5. ***A valid CERTIFICATE OF INSURANCE. SEE "INSURANCE" BELOW FOR MORE INFO.***  
***\*ALL VEHICLE RENTALS REQUIRE VEHICLE INSURANCE\****
6. ***A valid NEW YORK STATE RESALE CERTIFICATE or TAX EXEMPTION (if applicable).***

*The above actions signify that all parties have agreed to the terms of the Estimate and EEI's Rental Requirements. EEI will begin preparing the requested package for rental only when the fore-mentioned actions are satisfied.*

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## PAYMENT

### **1. PAYMENT TERMS ARE C.O.D. PAYMENT IS ACCEPTED IN THE FOLLOWING FORMS:**

- *Check (Corporate, Personal, or Certified) – Payment in full at time of equipment pickup.*
- *Credit Card (Visa, MasterCard, American Express, Discover) – Payment in full at time of equipment pickup.*
- *Cash – Payment in full at time of equipment pickup. CREDIT CARD DEPOSIT MAY BE REQUIRED.*

### **2. SECURITY DEPOSITS:**

- *Required for any rental or additional rental package that exceeds one (1) week.*
- *The deposit will be equivalent to one week's rental rate.*
- *Deposits are held until all monies owed to Eastern Effects, Inc. have been paid in full.*
- *Check, Credit Card, or Cash are all acceptable deposit payment forms.*

## INSURANCE

### **1. ALL CUSTOMERS MUST PROVIDE EEI WITH INSURANCE PRIOR TO THE FIRST RENTAL:**

- *Eastern Effects, Inc. Must Be Listed As an "Additionally Insured and Loss Payee" On the Policy.*
- ***Vehicle Insurance Must Include: Hired Autos, Non-Owned Autos, and Physical Damage at No Less Than \$125,000.00 Per Vehicle Rented.***
- ***Also Make Sure of the Following:*** (1) *The policy is written by a United States carrier in U.S. dollars.* (2) *The customer's policy provides coverage for rented equipment, accessories and vehicles for both property and liability.* (3) *The limit of liability is clearly stated.* (4) *The deductible, if any is indicated.* (5) *The coverage is all risk.* (6) *The coverage is written on a world-wide basis, including transit.* (7) *The coverage is written on a "Replacement Cost Basis" without deduction for depreciation.* (8) *The captioned policy will be endorsed to provide 30 days written notice to Eastern Effects, Inc. in the event of cancellation, reduction, or increase in coverage.* (8) *The policy includes an endorsement stating that with respect to equipment rented from Eastern Effects, Inc. as their interest may appear.* (9) *The certificate is signed by either a representative of the insurance company or an agent of the company.*

***Thank you for your order. We appreciate your business and look forward to working with you!***