



5905 Smiley Drive
Culver City, CA 90232
PH: 310-841-0123
FAX: 310-841-0125

PAYMENT AND PAPERWORK HANDLING PROCEDURES

Payment & Insurance - We Accept the Following Types of Payment:

- Purchase Orders from approved clients.
- A Company Check.
- Cash.
- Zelle® payments. Please send payments to our Office Manager Barbara Gilmore's email: barbara@jcbackings.com. Please let us know if you need us to send you a request first.
- Wire transfers. Please call our office at 310-841-0123 to arrange this type of payment.
- No credit cards are accepted.
- C.O.D. clients must also provide a deposit check on all Photo Backing rentals.
- All C.O.D. clients must provide a Certificate of Insurance naming JC Backings Corporation as additional insured on their liability policy.

Paperwork Handling for Visitors, Vendors & Drivers:

- Only JC Backing's employees will handle any and all paperwork.
- Visitors, vendors & drivers will not need to touch the paperwork.
- We will ask the person's name and write it on the paperwork at which point the person can take a photo of it for confirmation if necessary.
- Visitors, vendors and/or drivers will not receive a hard copy of the paperwork.
- The signed paperwork can be emailed upon request to a designated point of contact.
- For C.O.D.s:
 - The visitor, vendor and/or driver will place the check(s) into a clear plastic envelope (provided by JC Backings) with the check(s) number and amount(s) visible.
 - Our employee will write the information on the paperwork at which time the person can take a photo of it for confirmation if necessary.
 - The paperwork can be emailed upon request to a designated point of contact.

Continued on next page...

Driver Paperwork Handling for Within LA County Backing Pickups and Returns:

- JC Backings paperwork will be handled by our employees only.
- Drivers will not need to touch the paperwork.
- When a backing is picked up we will ask the driver's name and write it on the paperwork at which time the driver can take a photo of it for confirmation if necessary.
- When the backing(s) return, our employee will write the return date on the paperwork at which time the driver can take a photo of it for confirmation if necessary.
- Drivers will not receive a hard copy of the paperwork.
- The signed paperwork can be emailed upon request to a designated point of contact.

Driver Paperwork Handling for Outside of LA County and Out-of-State Backing Pickups and Returns:

- For Outside of LA County and Out-of-State pick-ups, a JC Backings employee will bring two copies of the air waybill out to the driver, ask for the driver's name, write it down on both copies and hand one to the driver.
- For Outside of LA County and Out-of-State returns, a JC Backings employee will bring out a clipboard and a clean pen to sign the driver's paperwork.
- Our employee will then take a photo of the paperwork and email it to the JC Backings rental department.
 - **Please note: Our employees will NOT sign off on the Driver's return paperwork until:**
 - Each backing tube has been unloaded from the truck
 - The plastic on the tube(s) has been disinfected for 10 minutes
 - The plastic is then removed to inspect the tube(s) for damage.

**Thank you for your patience and cooperation with our requirements.
If you have questions, please call our office at 310-841-0123.**