

MEDIA

FILM SERVICE

Dear Client,

Please note, the gear is subject to availability pending your completion of the New Client Business Contract, which I've attached for your perusal & subject to your exact shoot dates.

The new client contract needs to be completed & submitted at least 1 week prior to the gear check, in Order for our Accounts department to do all the checks.

We require the following supporting documents:

- ID Document - Certified copy of the Business Director of the Said Company or Personal ID (as a Private individual)
- Proof of residence – reflecting the business address or Private individual
- Certified copy of the Business Registration document or Private Individual
- Certified copy of the Vat Registration document – if VAT registered
- Insurance certificate of said party, if Equipment will be insured by the client, waiving Media Film Services Insurance. – See terms & conditions
- Terms - all new accounts will be COD until a trading history is established, will new terms be Considered.

Once completed, please mail all documents to accounts
charlene@mediafilmservice.com (CAPE TOWN OFFICE)
vallencia@mediafilmservice.com (CAPE TOWN OFFICE)
collectionsjhb@mediafilmservice.com (JHB OFFICE)