



222 Islington Avenue, Unit 8, Toronto, ON M8V 3W7
416.531.2591 ian@iandrummondcollection.com

Rental Contact Information

Working Title:

Production Dates: _____ to _____ _____

Production Company: _____

How should invoices be addressed:

Production Manager: _____
Name Phone and Email

Accountant: _____
Name Phone and Email

Costume Designer/Stylist: _____
Name Phone and Email

Assistant Costume Designer: _____
Name Phone and Email

Wardrobe Supervisor/Coordinator: _____
Name Phone and Email

Share Dropbox to:
(access to reference photos, invoices as needed)

Fed Ex Number:

Shipping/Costume Dept. Information:
(if different from Production Address)

Federal Identification Number (FIN) (USA Only):



International Rentals Terms & Conditions

- Production Rental Period:** 12 weeks, billed in USD.
- Initial payment:** 30% (spec fee) prior to shipping, by wire, EFT, cheque.
- Payment terms:** Idc does not offer payment terms, invoices are payable upon receipt.
- Full prepayment:** IDC reserves the option to request the full payment prior to releasing the shipment.
- Spec Fee period:** 7 business days
- Balance payment:** 70% after the order/invoice approval date.
- Extended Rental:** After 12 weeks the rental fee will be prorated at 33% per month.
- Hot Hold/Picture Lock/Embargo:** 12 Week rental fee applies.

Security Deposit: \$5000 USD

Security deposits are not prepayments for invoices, they will be held until all accounts are settled.

Shipping:

Security deposit, T&C, contact information form must all be in place.
We are experienced with world-wide shipping, using popular shipping services.
All costs associated with shipping are the responsibility of the production company.
E-Crate rental fee: \$40 each

Conditions of Clothing Rentals:

Misc hanger/ muslin hanger/ bins/ hatbox rental fees charged when necessary.
Any missing items/inventory number discrepancies/unnoted condition issues must be reported within 48 hrs of receipt.
Dry cleaning is the responsibility of the production.
All goods must be returned in the same condition fair wear and tear excepted.
Minor, reversible alterations are permitted. i.e. hems, waist and sleeve alterations.
\$50/hr fee applies to reverse alterations or repair damages.
Major alterations must have prior authorization.
No breakdown or overdyeing without prior authorization
Missing inventory barcode tags and or IDC identification labels replacement cost \$15.00 each.

Replacement Policy:

The Ian Drummond Collection Inc. understands the finite nature of true vintage clothing. Over the past 25+ years this collection has been refined and edited to be known by costume designers as one of the best boutique rentals houses in North America. When rentals unexpectedly deteriorate we understand. We will work with the costume department to achieve a fair trade.

There is no replacement for one of a kind vintage but equally interesting/wearable pieces will be considered first by IDC. Only when nothing suitable is available will we resort to a cash replacement value set at **10 times the rental value.**

Name (printed legibly/typed)

Date

Signature (applies to all and future rentals for the production period)