



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/Invoices To:

Credit Card Number:



Commercial Stylist Terms & Conditions

- Rental period:** up to 1 month.
- Payment:** EFT, cheque, no credit cards.
- Payment terms:** IDC does not offer payment terms, invoices are payable upon receipt.
- Full payment:** IDC reserves the option to request the full payment prior to releasing the rental.
- Spec fee:** 30% **Spec period:** 2 business days
- Pulling, photography fee:** \$50 per hour, 1 hour minimum.
- Security Deposit:** \$1000 held but not processed on a credit card.

Conditions of Clothing Rentals:

All rentals must be returned in the same or better condition.
 Minor, **REVERSIBLE**, alterations are permitted, garments **MUST** be returned to original measurements.
 Major alterations must have prior authorization.
 No breakdown or over dyeing with prior authorization.
 Dry cleaning is the responsibility of the stylist.
 A \$50 fee per garment will be charged to reverse alterations, repair damages or dry clean garments.
 For the protection and care of rentals- hanger / muslin hangers / plastic bins- rental fee will apply.
 Any missing items / inventory number discrepancies / unnoted condition issues must be reported to IDC within 48 hrs.
 Missing inventory barcode tags and/or IDC identification labels subject to a replacement cost of \$15 each.
 Replacement values of lost or damaged garments are set at 10X the rental value.

Replacement Policy:

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 become known by costume designers worldwide as one of the best boutique rental resources 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.**

Stylist Name (printed legibly/typed)

Date

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