

# SCHMIDLI ORDER FORM

## ACCOUNT

COMPANY NAME:

CONTACT NAME:

BILLING ADDRESS:

CITY:

STATE:

ZIP:

TEL:

EMAIL:

HOW DID YOU HEAR ABOUT US?  REFERRAL  GOOGLE  SOCIAL MEDIA  EMAIL  OTHER

NAME OF REFERRAL:

## ORDER

BACKDROP NUMBER:

RENTAL PERIOD DATES: Pick-Up Date:

Shoot Start Date:

Shoot End Date:

Drop-Off Date:

PO/JOB:

BACKDROP USAGE:

FILM/TV/COMMERICAL  PRINT  EDITORIAL  OTHER

ASK US ABOUT OUR STAND SETS

SEND COPY OF BOTH SIDES OF CREDIT CARD & DRIVERS LICENSE

## CREDIT CARD AUTHORIZATION

CARDHOLDER:

\*CARD NUMBER:

\*EXPIRATION DATE:

\*SECURITY CODE:

CARD TYPE:  VISA  MASTERCARD  AMEX

\*EMAIL FINAL INVOICE & RECEIPT TO:

BILLING ADDRESS:

CITY:

STATE:

ZIP:

## SHIPPING

METHOD:  PICK-UP (LA)  SCHMIDLI DELIVERY  BELLAIR

SHIP TO ADDRESS:

CARDHOLDER SIGNATURE: \_\_\_\_\_

CITY:

STATE:

ZIP:

DATE: \_\_\_\_\_

I authorize Schmidli Backdrops to bill my credit card for any purchase, rental charges, late charges, handling charges and/or loss and damage charges for the order noted above.

## BACKDROP CARE & RETURN POLICY

**\*NO walking, dragging, dirty surfaces, stretching over flats, leaning on or pulling over sharp edges**

**\*Returns made within 3 hours of pick up can be returned for a fee of \$100 per backdrop or a replacement**

**\*Excessive damage to backdrop will result in a repair fee determined by the severity of damage and value of backdrop.**

**\*Folded Backdrops should be misted over with water and hung to air dry to release any creases**

# SchmidliBackdrops

LOS ANGELES. NEW YORK. ATLANTA. HAMBURG. LONDON. SHANGHAI. SYDNEY

## Rental/ Purchase Agreement

1. All orders must be prepaid unless an alternative payment method has been approved by Schmidli Backdrops prior to the order being picked up or delivered. If a client has signed and returned this agreement and the order form, they are giving approval to be charged the invoice's final amount.
2. Once the rented material is transported from Schmidli Backdrops accepts full compliance with the terms and conditions within the rental agreement.
3. The client takes full responsibility for, and the costs involved with, proper transportation of the rented materials to and from Schmidli Backdrops.
4. Backdrops must be picked up and returned according to the dates specified on the invoice. Alterations to rental dates, extensions or cancellations, must be made within 24 hours of specified pick-up or return date to avoid late or cancellation fees.
5. The client agrees to comply with instructions specified in the Backdrop Care and Backdrop Return Guidelines. Failure to follow guidelines will result in damage fees.
6. In the event of loss, theft, or damage, the client is obligated to pay for the replacement or damage fee. The fee is to be determined upon assessment of the backdrop or backdrops in question.
7. If the backdrop is deemed unusable, the client is obligated to pay the full value of the backdrop ranging from \$1500.00 - \$15,000.00.
8. The client can be required to provide Schmidli Backdrops with proof of agreed upon usage of rented materials and compliance with the backdrop care guidelines by means of behind-the-scenes photography, tear sheets, chromes, or negatives.
9. If the client is dissatisfied with the rented backdrop, there is a 4-hour window of opportunity to report and return the backdrop for a refund less a \$100.00 restocking fee per backdrop. For reports of damage, photos must be sent to our main email address: [backdrops@schmidli.com](mailto:backdrops@schmidli.com).
10. All backdrops, whether commissioned or rented, remain the exclusive property of Schmidli Backdrops.

Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Schmidli Employee Signature: \_\_\_\_\_

# SchmidliBackdrops

LOS ANGELES. NEW YORK. ATLANTA. HAMBURG. LONDON. SHANGHAI. SYDNEY

## BACKDROP CARE & HANDLING

### Attention:

Painted backdrops and digitally printed backdrops are very expensive to produce and repair. Backdrops need to be treated with care, please only allow your more experienced personnel to handle the backdrops. Significant repair costs will accrue if backdrops are allowed to get wet, dirty, torn, burned, crushed, or scratched.

### Unpacking:

Please clean the area where the backdrop will be unrolled or unfolded. Make sure the area is free and clear of dirt, water, debris, paint, etc. Preferably, lay out a drop cloth or plastic on the floor before unpacking the backdrop.

### Rigging:

At least 2 people must be used to hang a backdrop that is up to 20' wide. Use more than 2 people if the backdrop is wider than 20'. Backdrops should be hung with clamps. Make sure the clamps are tipped with rubber, or place a clean piece of wood between the clamp and the backdrop to protect the surface. For backdrops with grommets, use string or zip-ties to attach the backdrop onto a pipe for hanging.

### Reducing Fold Marks or Creases:

If the backdrop is folded or has creases, hang the backdrop and allow time for the lines to relax naturally. If the folds remain visible, lightly mist the ENTIRE backside of the backdrop with water. Make sure to cover the entire surface as evenly as possible or the backdrop will dry and shrink irregularly.

### Cleaning:

Do not attempt to do any cleaning or repairs on any of our backdrops. To report damage on our backdrops, send photos of the damage with the catalog number to [backdrops@schmidli.com](mailto:backdrops@schmidli.com). It is normal for older backdrops to have some wear and tear, it will disappear when the backdrop is properly lit.

### Alterations:

Alterations to our backdrops are absolutely forbidden. If an alteration is made, the client is responsible for the full replacement fee or repair fees to return the backdrop to original condition.

### Repacking:

Gently lower the backdrop onto a clean floor before rolling it back up again. Remove debris i.e. tape, dirt, staples before rolling the backdrop. The backdrop must be rolled image side up with the original cardboard inner core. All backdrops are rolled on the shorter side, tape one shorter side on the tube and roll the backdrop as straight and as tight as possible. Tape the other shorter side of the backdrop to secure it and place it in the original bag.

## **BASIC GUIDELINES**

1. Wear clean shoes or wear shoe covers when walking on all backdrops.
  - a. Especially avoid walking on lighter backdrops with unclean shoes.
  - b. When using a backdrop sweep, do not scuff or scratch the backdrop surface.
2. Do not drag the backdrop over dirty surfaces.
  - a. Sweep the floor, lay down a drop cloth, or plastic before unrolling or unfolding the backdrop/s on the ground.
3. Do not stretch the backdrops over flats without the consent of Schmidli Backdrops.
  - a. Do not put staples into the backdrops. You will be charged for staple holes and tears.
4. Do not lean or pull the backdrop over sharp edges, this can stretch, tear, and scratch the backdrop.
5. Hang the backdrop across an appropriately sized bar or frame.
  - a. Do not fold or crease the backdrop to make it fit into a smaller area.
6. When hanging a backdrop with fold lines or creases, allow extra time for lines to relax naturally.
  - a. If folds or creases do not relax naturally, it is okay to wet the backside of the backdrop.
  - b. The ENTIRE backside must be lightly sprayed or steamed evenly.
  - c. The backdrop will shrink irregularly if it is not sprayed properly, re-stretching fees will accrue.
7. Backdrops that were rolled on tubes should never be folded.
  - a. The backdrops must be returned with their original tube.
  - b. There is a replacement fee for broken or misplaced cardboard inner core tubes.
8. Always roll or fold the backdrop image side up, the painting should face inside.
  - a. Make sure the floor is clean and free of debris.
  - b. Roll the backdrop tightly and as straight as possible. Avoid creasing the backdrop.
  - c. Place the backdrop in the bag it was delivered or picked up in.
9. When folding backdrops always use a minimum of 2 people.
  - a. Do not fold the backdrop on the lines that it was previously folded on.
  - b. Do not fold the backdrop inside out, fold the painting in on top of itself.
  - c. The end result should fit into the bag it was delivered or picked up in.
10. Never put tape onto the image side of the backdrop.
  - a. The tape can damage the surface of the backdrop.