



## Rental Procedure

In order to rent equipments for foreign citizens who do not live in Brazil, we request that you follow the below procedures:

### 1. Send us an **e-mail** or **fax** containing the following information:

#### Company:

- Name
- Address
- Contact phone number
- Executive Producer or Line Producer name
- Letter or e-mail from the company requesting the equipment rental

#### Yours (or the person who intends to pick-up the equipment):

- Document number and type (we need a copy of your ID document in advance)
- Home address
- Phone number
- Local address and phone number (in Brazil)

#### Credit card or Deposit Voucher

- Copy of your credit card or deposit voucher

### 2. Payment:

We accept cash payment in local currency (Real), Euro or US Dollar, or credit card - Visa and American Express

### 3. Documents requested to pick-up the equipment:

- Original ID document
- Airline ticket
- Credit card (Visa or American Express)
- Signed Rental Agreement

### 4. Equipment insurance:

If you need, we can indicate an Insurance Company in Brazil.

For further information, feel free to contact us.

Thank You,

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