

## Rental Agreement Part A

**Instructions:** To initiate a rental, please print this out and complete the following. Either Fax it to (877) 865-7584 (toll free) or mail it to the above address. For questions call 586-336-0758 or email [info@hatstorent.com](mailto:info@hatstorent.com). Please print clearly.

### General Information

Company/Organization/Individual name \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_ Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### Billing Information

**Please Note:** We require a 25% deposit (\$15.00 minimum) via credit card prior to shipment. Final billing will arrive as a hardcopy after items have been returned via the postal service. For final payment we accept PayPal (Mastercard, Visa, Am. Express), or check. The PayPal address is [jdjinternational@aol.com](mailto:jdjinternational@aol.com) or call 586-336-0758. All checks are payable to JDJ International.

Financially responsible party \_\_\_\_\_

Send the final invoice to : (underline) primary contact person    accounting    both

Accounting contact (if different) \_\_\_\_\_

Billing address (if different) name \_\_\_\_\_ Suite \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (if different) \_\_\_\_\_ Fax (if different) \_\_\_\_\_

Email (if different) \_\_\_\_\_

**Credit card for the 25% required Deposit (\$15.00 minimum).** Name on as it appears on credit card \_\_\_\_\_

Type: (underline) Mastercard    Visa    Am. Express

Credit Card # \_\_\_\_\_ Expiration date: \_\_\_\_\_

Security code (3 numbers on reverse): \_\_\_\_\_

Note: This is secure. However, if you're not comfortable listing it here we can get the information by phone. Credit card information is destroyed upon completion of our Agreement. (Unless you'd like an ongoing relationship which would expedite this process.)

**Ship To Information (if different)** If the same check here \_\_\_\_\_.

**Please Note:** Our standard shipping is via FedEx Ground or USPS Priority Mail. Our usual shipping days are Monday and Saturday. Other arrangements can be made on both if necessary. We suggest you allow *at least 2 weeks* for shipment so the sooner we're aware of your needs the better.

Company/Organization \_\_\_\_\_

Name \_\_\_\_\_ Attention \_\_\_\_\_ Title \_\_\_\_\_

Street \_\_\_\_\_ Suite/Room # \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Rental Agreement Part B  
Terms and Conditions of Rental**

*Initial each item as having read & understood.*

\_\_\_\_\_ The price quote is subject to change if the facts presented change.

\_\_\_\_\_ We bill by the week. If an item isn't postmarked within that week for return, another week will be charged automatically. The arrival date you specified to the return postmark is the billing period. You are not charged for actual shipping time.

\_\_\_\_\_ We expect reasonable wear on the rental hat(s). Cuts, tears, stains, burning, etc. constitute damage and you will be billed for the repair up to 65% of the replacement value. The care and condition of all hats rented is the responsibility of the "Renter" from the date of receipt until they arrive back to JDJ Millinery safely.

\_\_\_\_\_ If an item isn't returned, or is damaged beyond repair, you will be billed the full replacement value of the item as listed on the internet web site at the time of the Agreement.

\_\_\_\_\_ Small alterations are acceptable; change a ribbon, add a flower. It is expected you will either, a. change it back (doing a great job) before returning it or, b. return the removed piece with the item and be charged a small fee to fix it. A "Renter" returning an item without the removed piece will be charged more. For questions about alterations email, [jdjinternational@aol.com](mailto:jdjinternational@aol.com).

\_\_\_\_\_ You, the "Renter", pay all freight charges both ways. Our standard shippers are FedEx Ground and USPS Priority Mail. Other arrangements can be made by request. Insuring it on its return trip is up to you. It's OK to return the items via FedEx Ground, UPS Ground, or USPS Priority. Faster if you want, but nothing slower please.

\_\_\_\_\_ Acceptance of the rental order by us is contingent upon the assumption that the previous user will return the item in a timely way and in good repair (not causing a delay) and other unavoidable events like fire, flood; conditions beyond our control. JDJ Millinery assumes no responsibility for the negligence of others, Mother Nature or the shipping industry.

\_\_\_\_\_ Total payment is expected upon receipt of the final invoice. After 45 days as dated on that invoice you will lose all discounts. After 60 days it will be turned over to our collection agency.

\_\_\_\_\_ If you have a question, an odd circumstance, special request, alteration, etc., call or email. We're easy to work with and happy to help.

**Ordering**

**Hat Rental List (List by item number) Example: #18704 (as noted on website picture)**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I would like to rent the above hats from (the date you want them) \_\_\_\_\_ to \_\_\_\_\_  
(date you anticipate them being postmarked for return.) The total number of hats is \_\_\_\_\_.  
The anticipated number of weeks is \_\_\_\_\_. The amount quoted to me by JDJ International and agreed to  
is \_\_\_\_\_. I understand if the facts change, the price may be subject to change to reflect new conditions.

**Rental Agreement Part C**

This Rental Agreement is made on (date) \_\_\_\_\_ between JDJ Millinery and and the “Renter”, \_\_\_\_\_ (organization, company, individual), for the rental of the hats listed in Rental Agreement Part B for the estimated period of from \_\_\_\_\_ to \_\_\_\_\_. It is understood that the “Renter” agrees and accepts the Terms and Conditions as outlined in Part B and statements made throughout this Agreement. It is agreed and accepted that the “Renter” will pay a 25% deposit or \$15 minimum via credit card prior to shipping and the total final bill upon receipt after the items are returned in good condition. If not returned the full replacement price will be charged to the “Renter”. Repairs are charged specifically to the situation and will be negotiated

JDJ Millinery will do its utmost to accommodate your needs.

Signature of the responsible “Renter”

\_\_\_\_\_ ( Print Name) \_\_\_\_\_

Date \_\_\_\_\_ (Remember to keep a copy for your records).

Additional comments, or requests:

**Contacts:**

Owner: Doug James

Website: <http://www.hatstorent.com>

Corporate Address: JDJ International, Millinery Division, 498 West End Ave. #11D, New York, N.Y. 10024

Product Return Address: JDJ Millinery Division, 1625 Wrighter Lake Rd., Thompson, PA 18465

Phone: 586-336-0758 (ask for Kate) Fax: 877-865-7584

General questions:, reservations, availability, price quotes: [info@hatstorent.com](mailto:info@hatstorent.com)

Questions regarding alterations, repair, purchase, billing, consulting: [jdjinternational@aol.com](mailto:jdjinternational@aol.com)

Thank you for your business. We wish you the best with your project or event.

Sincerely, *Doug James*