

before shoot, your production insurance with **butter tree studios** named as additional loss payee must be either **faxed 973.585.7633** **emailed T@buttertreestudios.com** **mailed 32 merry lane e. hanover, nj 07936**

- before shoot 1/2 deposit required
- full payment due on day of shoot - if full payment is not made on day of shoot, the credit card on file will be charged for the full outstanding amount
- sets & props property of butter tree studios
- any add-ons by client, director / producer to be billed on final bill
- studio lights & equipment not included in studio price, please call for light rental pricing
- NO mistreatment and/or abuse of any living, breathing creature will be tolerated

CONFIRMED BOOKING

in order to confirm your booking, please send the required 1/2 deposit along with a copy of your production insurance with **butter tree studios** named as additional loss payee and additional insured. production insurance general liability limits in the amount of \$1,000,000 each occurrence and \$2,000,000 aggregate. of course, we will be happy to put a pencil hold on a stage as long as there are not other holds on the stage. if someone else wishes to reserve the same day, you will be asked to either confirm your booking or release your hold. if you ask to "book" a date, whether verbally or in writing, that date is considered unavailable to any other inquiries. This means you are responsible for the full quoted amount regardless of deposit status, certificate of insurance or cancellation.

CANCELLATIONS

- we require a 48 hour notice of a cancellation
- if we are not notified within the specified time frame, there will be a cancellation fee of the full amount of your quoted proposal

PROPOSALS

- the price quoted on a proposal is only for what is listed on it
- any changes or additions will be billed on the final invoice
- certain terms, such as catering and overtime, will also be billed on the final invoice

CONDITION OF THE STUDIO

- the studio is to be left in the same condition it was found
- all trash should be removed
- all equipment returned to its original location and the floor swept
- additional charges will be assessed if this is not done
- any missing or damaged equipment will be billed to client

EXPENDABLES available with 4 days notice

HOURS OF OPERATION 24 hours 7 days a week

OVERTIME before 8:00 am or after 6:00 pm regardless of start time unless otherwise specified **please note:** special arrangements may cause overtime start and end times to vary

RATES please call **973.585.7632** for pricing and availability

BUTTER TREE STUDIOS hereby gives notice of its objection to any additional or different terms or conditions in any such order form, confirmation or communication. Any and all orders past, present, future are subject to acceptance by Butter Tree Studios, New Jersey.

LATE FEES undisputed amounts not paid within 30 days of the invoice date shall be past due and subject to a late fee of 1.5% per month or the maximum amount permitted by law.

COLLECTION FEES Butter Tree Studios may charge a reasonable service fee for all returned checks and bank card, credit card or other charge card charge-backs. Clients shall be responsible for all expenses, including reasonable attorney fees and collection costs incurred by Butter Tree Studios in collecting any unpaid amounts due under this service agreement. Client shall also be responsible for all costs of collection of overdue amounts incurred by Butter Tree Studios (including reasonable attorney's fees)

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Butter Tree Studios	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
<input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
5 Address (number, street, and apt. or suite no.) See instructions. 32 Merry Lane	Requester's name and address (optional)
6 City, state, and ZIP code East Hanover, NJ 07936	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
4	6		1	0	4	2	3	7	1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶ **7/13/2022**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



buttertreestudios 973.585.7632

company name: _____

card type: _____

card number: _____

cvv code: _____

expiration date: _____

first name on card: _____

last name on card: _____

address: _____

city: _____

state: _____

zip: _____

signature: _____

date: _____

* credit card fees may apply

32 merry lane • east hanover • new jersey 07936

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buttertree terms 3.23.16