

**OMEGA/CINEMA PROPS**  
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**WEBSITE: OMEGACINEMAPROPS.COM**  
**EMAIL: [ORDERDESK@OMEGACINEMAPROPS.COM](mailto:ORDERDESK@OMEGACINEMAPROPS.COM)**

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To our Customers:

**We have exciting news!!!** We are in the process of implementing the new software that will process and track your orders. You will no longer have to deal with paperwork that is difficult to read. We are currently training our employees on how to use the program and will phase the system in within the next couple of months.

In order to put you into the computer we need the following information. (We will never use the information to tele-market, nor will we sell or provide it to other companies.)

**Please Print: (To be filled out by accts payable dept)**

Company Name: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Accounting Phone: \_\_\_\_\_  
Accounting Fax: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Accts Payable Contact: \_\_\_\_\_

**For COD accounts: (VERY IMPORTANT, READ CAREFULLY)**

\*\*\* Please send a copy of your Certificate of Insurance to the fax number above\*\*\*

(Insurance requirements can be found on our website)

\*\*\*If using a credit card, please send the Credit Card Authorization form & copies of the front & back of the credit card to the fax number above\*\*\*

(Credit Card Authorization forms can be found on our website)

\*\*\*If paying by check please read very carefully our check requirements\*\*\*

(Check requirements can be found on our website)