



NEW ACCOUNT INFORMATION FORM

Central Atlanta Props and Sets, LLC
1557 Saint Joseph Avenue, Suite 300
East Point, GA 30344
470-225-6709

Today's Date: _____

Run of Show Dates: _____

SEND COMPLETED FORM TO: BILLING@CAPSGA.COM

PROJECT NAME: _____

PRODUCTION CO: _____

PHYSICAL ADDRESS: _____

BILLING ADDRESS: _____

[] Same as above _____

PRODUCTION OFFICE PHONE: _____

CHECK ONE: [] TV SHOW [] MOVIE [] COMMERCIAL [] MUSIC VIDEO [] OTHER: _____

Email Address to Send Invoices: _____

ACCOUNTING CONTACT: _____ PHONE #: _____

EMAIL: _____ [] CC on invoices

SET DECORATOR: _____ PHONE #: _____

EMAIL: _____ [] CC on invoices

LEADMAN: _____ PHONE #: _____

EMAIL: _____ [] CC on invoices

SET DEC BUYER: _____ PHONE #: _____

EMAIL: _____ [] CC on invoices

SET DEC COORD: _____ PHONE #: _____

EMAIL: _____ [] CC on invoices

PROPMASTER: _____ PHONE #: _____

EMAIL: _____ [] CC on invoices

PROPS BUYER: _____ PHONE #: _____

EMAIL: _____ [] CC on invoices

PROD OFC COORD: _____ PHONE #: _____

EMAIL: _____ [] CC on invoices