



## NGP Pass-Through Services One-Sheet

### Step-by-Step Process:

1. Set up a Pass-Through Services (PTS) account and a Customer account with NGP (see NGP for details).
2. Source desired equipment/supplies from out-of-state vendor and work with that vendor to build an order/estimate that is acceptable to you (in terms of equipment, supplies, dates, acquisition method, pricing, etc.).
3. Fill out and submit an [online PTS Request Form](#) for each separate order/vendor.
4. Upon receiving the PTS Request Form from you, NGP will create a PTS estimate for approval.
5. Have an Authorized Signatory approve the estimate by signing it, then send the signed estimate and full payment to NGP.
  - a. Your rental account paperwork and PTS account paperwork must already be on file with NGP before NGP will process any orders (ask NGP for details).
  - b. After receiving the necessary approval, paperwork, and payment from you, NGP will contact the out-of-state sub-vendor to finalize and/or pay for the order.
6. Acquire the equipment/supplies directly from the out-of-state sub-vendor via the pre-approved method of acquisition, as coordinated between you and the sub-vendor.
7. Return all rented equipment/supplies directly to the sub-vendor by the due date/time via the pre-approved method of return, as coordinated between you and the sub-vendor.

### Notes/Requirements:

- Each individual Pass-Through Services order must have a total cost of at least \$500 (before taxes and fees) in order to be eligible for NGP's Pass-Through Services.
- Pass-Through Services requests involving more than one vendor must be submitted separately (per vendor), as they will be processed separately.
- All Pass-Through Services orders will be charged a Pass-Through Services Fee (7.5%). If the Production Company wishes to pay by card, an additional Processing Fee (3%) will be added. If the Production Company wishes to pay by wire transfer, an additional flat fee will be added (\$25 for domestic, \$50 for international). NGP is also required to charge OK Sales Tax (8.625%) on all orders.
- Depending on the circumstances, the above process can take up to several business days to complete. As such, it is vital that you give NGP as much advanced notice as possible when trying to secure a PTS Order.