



NGP Pass-Through Services One-Sheet

Step-by-Step Process:

1. Client sets up a Pass-Through Services (PTS) account and a customer account with Pass-Through Entity (PTE) (see PTE for details).
2. Client sources desired equipment/supplies from out-of-state vendor and works with that vendor to build an order/estimate that is acceptable to Client (in terms of equipment, supplies, dates, acquisition method, pricing, etc.).
3. Client fills out and submits an [online PTS Request Form](#) for each separate order/vendor.
4. Upon receiving the PTS Request Form from Client, PTE will create a PTS estimate for Client's approval.
5. An Authorized Signatory of the Client approves the estimate by signing it and sending the signed estimate and full payment to PTE.
 - a. Client's rental account paperwork and PTS account paperwork must already be on file with PTE before PTE will process any orders (ask PTE for details).
 - b. After receiving the necessary approval, paperwork, and payment from Client, PTE will contact the out-of-state sub-vendor to finalize and/or pay for the order.
6. Client acquires the equipment/supplies directly from the out-of-state sub-vendor via the pre-approved method of acquisition, as coordinated between Client and the sub-vendor.
7. Client returns all rented equipment/supplies directly to the sub-vendor by the due date/time via the pre-approved method of return, as coordinated between Client 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) to be eligible for PTE'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 (as stipulated in the PTS Agreement). 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). Oklahoma Sales & Use Tax (8.625%) will be charged 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 the Client gives PTE as much advanced notice as possible when trying to secure a PTS Order.