

EQUIPMENT RENTAL:
Please Read Carefully Before Signing
Fill out this form completely, read the policy statement below, sign at the bottom, then email to trainingoperations@sureskills.com or fax to one of the above numbers.
Your organisation may cancel this agreement at anytime subject to the terms and conditions overleaf (page 2). Full payment (or valid PO where you hold a Corporate credit account with SureSkills) is required before the PCs/laptops will be delivered. All prices quoted below are subject to VAT at the prevailing rates on the date of rental.
It is expressly understood that the company, individual, or entity renting the equipment shall be responsible for any loss or damage, accidental or otherwise, to equipment while in their possession, and shall reimburse SureSkills Limited the full value of the equipment, or the cost of repairs, in any such case. SureSkills Limited at its sole discretion may require proof of insurance by the renter, with SureSkills Limited a named beneficiary, where the value of the rental agreement exceeds threshold amounts.
Your signature on this form indicates your authority to enter into this agreement, your understanding of this policy and that you agree to comply, including full payment of any applicable cancellation or rescheduling fees.

Billing Information			
Company		Contact	
Email		Phone	
Address			

Delivery Information (person responsible for receipt)					
Name/Title					
Address					
No of Days	Delivery date		Collection date		
	Delivery time		Collection time		
Extra notes for delivery/collection:					

Equipment Description					
Qty	Model	Price Per (€ or £)	OS	Accessories	Other
Delivery Charges					
Collection Charges					
(prices net of vat) Total					

Payment			
Card	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Company Cheque	PO	

Additional Requirements or Special Instructions
If there are any additional, requirements please describe them in detail on your company letterhead and or attach or email to SureSkills Limited with this form.

RENTAL TERMS & CONDITIONS

The attached booking form or a written letter, email or fax constitutes a firm contract.

- * Fees are invoiced and payable in full before the rental commences
- * Corporate credit account invoices are payable within 30 days of rental commencement.

For bookings postponed, transferred or cancelled these terms apply:

- 20 or more working days' notice, 10% of the fee is payable.
- 19 or less working days' notice 100% of the fee is payable.
- Postponed courses must be rescheduled within 90 days of the original date

Note: Postponements and cancellations must be made in writing email or fax. If a cancellation is initially made, only by telephone the cancellation must be confirmed by return in writing by SureSkills and this document from SureSkills will be the only evidence of variation of the original contract.

1. You must agree to use the Laptop in accordance with the IT conditions of use within this rental agreement.
2. Agree and sign a laptop hire agreement form each time you wish to hire a laptop.
3. Loans are NOT transferrable. You must return all loaned equipment within the terms provided.
4. All due care must be taken of the equipment to prevent loss or damage during the period of your loan.
5. You accept FULL RESPONSIBILITY for any loss or damage to the equipment caused by your negligence or improper use. "Improper use" includes using the equipment otherwise than in accordance with the manufacturer's and/or SureSkills Limited instructions.
6. You must not use the equipment for a purpose other than intended or allow the equipment out of your control and custody or fail to protect it from loss or damage.
7. In the event of loss or damage you will be liable to pay the cost of full repair or replacement of any equipment lost or damaged as a result of your negligence or improper use.
8. You must return all loaned equipment to SureSkills Limited so that the equipment can be inspected for any visible damage.
9. You MUST CLEAN EQUIPMENT WITH ANTIBACTERIAL WIPES before returning.
10. Late returns will result in late fines a rate of €45.00 / £40.00 per day per PC/Laptop.
11. In the event of loss due to theft, you must report the missing items as soon as possible to the police and to SureSkills Limited, you must also provide a Police Incident Number or Garda Pulse Number once it has been reported stolen.
12. Do not save any work to the laptop's hard drive. Save all work to either a USB pen/flash drive or to your cloud account. Do not disable the anti-virus software.
13. All files on the hard drive will be deleted immediately the laptop is returned and cannot be recovered.
14. The laptop you loan may not be charged. In this case, please connect to the supplied power supply and connect to a mains power outlet.
15. All equipment must be returned prior to the date/time indicated on your form – no later than 5pm in all cases.
16. In the event of a problem with the equipment during your loan period, please contact trainingoperations@sureskills.com quoting the details of the equipment on loan.
17. Do NOT attempt to fix any hardware problems yourself as this could invalidate the warranty and leave you liable for damage/replacement costs.
18. All equipment remains the property of SureSkills Limited who reserve the right to invoice you for the full value of the laptop should it be damaged or not returned within the agreed rental period.
19. Any software installed or files downloaded using the laptops must be in accordance to appropriate software licensing and adhere to copyright law.

Updated: 20th April 2020