

Office Equipment Rental Agreement

Organization:		Contact:	
Address:			
City:		State:	Zip:
Contact Phone:	Email:		

Equipment Selection

Equipment	Daily Rental	Quantity	Inclusions per Day	Overage Pricing
Mid Volume B&W Copier/Printer (40-50 PPM w/Stapler/Finisher)	\$100.00		1,000 B&W copies	\$.05 per Copy
Mid Volume Color Copier/Printer (50 PPM w/Stapler/Finisher)	\$150.00		200 Color copies 1,000 B&W copies	\$.19/Color Copy \$.05 per B&W Copy
Desktop Laser Printer/Fax	\$50.00		500 B&W prints	\$.05 per B&W print
Rental Dates: Start: End:		Location:		
Will you print to this copier from your computer(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No			Will you require scanning capabilities? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, How many computers will you be connecting?			<input type="checkbox"/> Windows PC <input type="checkbox"/> Apple Macintosh	
What operating system version is running your computer(s)?				

Payment Information

<input type="checkbox"/> Please Charge our Hotel Room or Group Master Account	Room/Account Number:	
<input type="checkbox"/> Please Charge to This Credit Card		
Credit Card No:	Exp Date:	Billing Zip Code:
Cardholder name:	Signature:	

A day is defined as any portion of a 24 hour period in which the equipment is set up and available for use by the customer. Entire order is subject to 7% sales tax.

All copiers are capable of copying or printing on stock up to 11"x17"; on 1 or 2 sides; collate or stack; staple; enlarge and reduce and accommodate card stock. Scanning is also available if required.

Rentals include all necessary supplies in order to operate the equipment including 20# white letter size copy paper, toner and staples. Paper stock of larger sizes and various weights and colors are available for purchase from The UPS Store.

Cancellations require at least 48 hour notice or a one day rental charge will be assessed.

The UPS Store shall not be liable for any damage resulting from an interruption, failure, defect or delay on the operation, maintenance or repair of the equipment not caused by The UPS Store. Customer shall indemnify and hold The UPS Store harmless from and against any and all claims, demands and liabilities of whatsoever kind arising out of or relating in any way to use or operation of the equipment by customer or any employee or agent of Customer. Customer is responsible in the event equipment is stolen, lost, damaged or destroyed and Customer agrees to insure same for its full replacement value.

The UPS Store will provide all service calls as reasonably requested by Customer at no additional charge. Service not requiring a technician is available between 7:00 am and 6:00 pm Monday – Friday and 9:00 am to 3:00 pm on Saturdays. Technicians are available between 8:30 am and 5:00 pm Monday – Friday. The UPS Store maintains its equipment in good condition and repair. If any repair or replacement is necessitated by improper use of the equipment, or negligence by Customer or as a result of the use of parts or material not approved by The UPS Store or not conforming to its specifications, Customer shall be liable for any expense related to any such repair or replacement.

All machines and equipment furnished hereunder have been rented to Customer and title to same shall remain exclusively with The UPS Store.

Signature showing acceptance of Rental Agreement

Date

		Totals	Unit Price	Amount	
	Rental Days:				
Start BW:	End BW:				
Start Color:	End Color:				
					Total Amount