



Spectronics
Inclusive Learning Technologies®

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A.B.N. 15 011 046 585	Inclusive Learning Technologies PTY LTD	

Loan Equipment Agreement - as at March 2006

I _____ wish to rent the following equipment
from _____ to be returned to Spectronics by no later than _____.
(date) (date)

Terms of the loan: Two weeks free on receipt of \$100.00 fully-returnable deposit. Subsequent weeks \$60.00 each. Payment by cheque or credit card: Visa, Bankcard, Amex or Mastercard.			
Name of Equipment	Number of weeks	Deposit: \$100.00	Fee: \$60.00 per week
		TOTAL COST:	

Delivery Details	Invoice Details
Organisation:	Organisation:
Contact Name:	Contact Name:
Position:	Position:
Delivery Address:	Invoice Address:
Phone:	Phone:
Fax:	Fax:
Email:	Email:

Conditions of Loan – please read very carefully, sign and fax back to Spectronics on (07) 3808 6108

- Equipment can be loaned for between 1 to 4 weeks.
- Fees – the first two weeks of the loan period is complimentary on receipt of the \$100.00 deposit. Subsequent weeks are \$60.00 each. The deposit will be returned when the equipment has been checked back by Spectronics.
- Loan fees are deductible from the purchase price of the same device if purchased within 6 months time of the loan period.
- If the loan return date is unable to be met, you are required to notify Spectronics at least 1 week prior to that date.
- The loan period may be extended, depending upon the current waiting list
- If the equipment is not returned by the due date and no extension has been mutually agreed to then a late fee of \$100.00/week will apply until the equipment is received by Spectronics.
- The equipment is to be returned in its original packaging, with all items in a clean state. A fee will apply should the equipment require cleaning upon return.
- The organisation signing the Loan Agreement is liable for all costs if the equipment is damaged, lost or stolen.
- Any software, which is included in the loan equipment, MUST be uninstalled prior to the equipment being returned to Spectronics.
- The equipment is to be returned to Spectronics in suitable packaging via Registered Mail to our postal address. Spectronics must be advised of the postage date and Registered Mail number once the equipment has been posted.
- Should the equipment not operate properly when it arrives, you MUST notify Spectronics immediately upon noticing the malfunction and request instructions.

I have read and fully understood the above loan conditions and hereby agree to same.

Name: _____ Position: _____
(Please Print) (Please Print)

Organisation: _____ Signature: _____ Date: _____

OFFICE USE ONLY:		
Date Loan Form Received:	Staff Name:	
Date Equipment Sent:	Staff Name:	
Loan Return Due Date:	Staff Name:	
Date Equipment Received Back:	Staff Name:	
Loan Cost:	Staff Name:	
Deposit Received (Date):	Deposit Refunded (Date):	
Invoice Sent (Date):	Invoice Paid (Date):	Receipt Sent (Date):