



Rental Process

1. Download the Hire Agreement Schedule/Agreement.
2. Fill in all details and fax to Tapepro 07 5520 5973.
3. We will create an account and issue an account number.
4. Download the Rental Order Form.
5. Fill in the details including your account number, specifying which tools you would like to rent and for what period.
(Minimum one month rental applies)
6. We will create a quote for your order, including a security amount, and fax it to you.
7. If agreeable, sign and date the quote and fax back.
8. We will debit the security amount and the rent until the end of the first rental month (as per the quote).
9. We will then ship the tools to your delivery location; ensure that someone is available to receive the tools.
10. If additional delivery charges are incurred because no-one was available to receive the tools, these will be passed on to your account.
11. At the end of each month, unless you have returned the tools to us, we will debit your credit card for the next month.
12. We will send a statement to you showing the tools rented and payments made.
13. When you return the tools, we will invoice as per the return date (usually a credit) and create a final invoice.
14. A charge may be applicable for any excess cleaning required, and any repairs or damage outside normal wear patterns.
15. The final invoice will show the total rental period, the payments made, any charges as above, the security held and the balance owing; if a credit we will credit funds to your account.