

LOAN CONTRACT
FOR PORTABLE EQUIPMENT

Name -----
Organisation -----
Address -----

Postcode ----- Telephone -----
Email -----

I would like to borrow the following equipment on a loan basis:

- I have read and understand your terms and conditions for loan.
- I shall return the product in its original packaging, addressed to Gordon Morris Ltd at the address below by Special Delivery. For Digi System equipment I will ensure that the compensation box is ticked to cover up to **£2,500**.
- I understand that the loan period is 10 days. Therefore, I will ensure that the product is returned to Gordon Morris Ltd within 10 days of receiving it. If I do not return the product within this time period I will incur hire charges, unless an extension of the loan has been agreed on with a member of Gordon Morris Ltd.
- I understand that if the product is damaged or there are elements missing, I will be invoiced for the damaged or missing parts.

Signed ----- Date -----

Terms & Conditions for Hire, Loan and Demonstration

Definitions

In these terms & conditions the words Gordon Morris refers to Gordon Morris Ltd.

'Us' and 'We' refers to Gordon Morris Ltd of Unit 21 Wessex Park, Somerton Business Park, Somerton TA11 6SB.

'You' refers to you the customer, person, firm or company hiring or agreeing to hire goods or services from Gordon Morris.

'Goods or Services' means the goods (including any instalment of the goods or any parts for them) which the Seller is to supply in accordance with these conditions

'Conditions' means the standard terms & conditions of sale set out in this document.

'Location' means the location of the Goods as set out in the quotation (if any).

Our Charges

You must pay any hire charges that are set out by Gordon Morris Ltd. These charges will start at the time shown on the contract and will continue until the agreed date, unless otherwise specified. Hire charges must be paid when we ask for them.

Delivery & Collection charges

You must pay us any agreed charges for delivering or collecting the goods. Any carriage charges that are quoted are for the specified date of delivery or collection, this may be subject to change if another date is proposed.

Maximum hire period

The maximum hire period will be determined by the customer and Gordon Morris Ltd. Most commonly this hire period is 10 days. You must return the goods to us on the day before the end of the hire period. If you fail to do this we may charge you for any financial loss that may have been incurred.

Safety Instructions for hired goods

You must make sure that everyone who uses the goods is properly instructed on how to use them safely and correctly, and that they have all the instructions we have supplied. You must make sure the goods are not misused.

Your responsibility when hiring goods

You must protect the goods and keep them safe from the weather, theft, vandalism, or improper use. At the end of the hire period the goods must be returned, either by yourself or arrange for us to collect them. Your responsibility does not end until the goods have been returned or collected. You must not sell or in any way give up control of the goods, whilst they are in your care. You will be responsible for any death, injury or damage caused by the goods being misused while they are hired to you.

Electrical goods

If any part of the goods are electrical, they should be used with the original plugs or sockets fitted to it. Never use electrical goods that are not earthed correctly unless the goods are double insulated.

Where hired goods are placed

Maintaining hired goods, breakdown procedures & reporting accidents
You must make sure the goods remain safe, clean and in working order. If the goods break down or are not working properly you must report this to us immediately. You must not repair the goods yourself, unless instructed by us.

Limits of our liability

All times that are quoted for delivery or collection are approximate. We will not be liable for any delays caused by circumstances that are beyond our reasonable control.

If the goods break down or stop working properly, we will try to replace them, or repair the fault as soon as reasonably possible after you have reported it to us. If you hire the goods for use in a business, we will not be liable for any indirect loss or any loss of business or profits, savings you expected to make, wages, fees or expenses caused by the goods.

Insurance: payment for hired goods that are lost, stolen or damaged

You must pay us the cost of replacing any hired goods that are lost or stolen or damaged beyond economic repair. You should insure the goods for the replacement cost. If you receive any money as settlement of any claim relating to the damage to or loss or theft of the goods, you must hold that money separately in trust for us and pay it to us when we ask you to. You must not negotiate any claim without our permission.

Lost, stolen, damaged or unclean goods

You are responsible for looking after the goods and returning them to us in good working order.

You must pay us reasonable costs of repairing or cleaning the goods if you return them damaged or unclean.

Our rights of access

We may enter any land or premises where we reasonably believe the goods are. We may do this at reasonable notice. We can only have this access if we need to inspect, test, repair, service, replace, or repossess the goods.

Ownership & responsibility for the goods you buy

We own the goods until you have paid in full for all the goods we have supplied. Until we have received full payment for the goods you will hold the goods on our behalf and you must return them to us if we ask you to. We may enter any land or premises of yours, other than your home to recover our goods.

If you buy any equipment from us; you will become responsible for loss or damage as soon as the goods are delivered to you.

Gordon Morris Ltd

Unit 21 Wessex Park, Somerton Business Park, Somerton TA11 6SB

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