

30 Day Equipment Loan Request Form

Loan ID #
 (Internal Use Only)

The Loan Library from FRS, is designed to allow Speech and Language Pathologists and Assistive Technology Specialists to borrow devices for the purpose of conducting evaluations with clients. To obtain a device, simply complete, sign and submit this request form to FRS. Once we have received your request, we will confirm the date of shipment. Please be advised that requests are processed on a first come, first serve basis and are subject to availability. **FAX TO: 877-884-9383**

1. Evaluator Information:

The evaluator is the Speech Language Pathologist or Assistive Technology Specialist who is requesting the device and accepting responsibility of its safe and undamaged return. The address below is the one that the equipment will be shipped to.

Name:			Today's Date:	Requested Arrival Date:	
Title:			Facility:		
Ship to Address:			City:	State:	Zip:
Phone:	Ext:	Fax:	Email:		
Client:					

2. Requested Equipment:

Refer to the Product Comparison Chart for photo's and details.

Apple® iOS Based ProSlate™ Devices		WinSlate Enable Eyes™ Devices	
Device	Keyguards	Device	Accessories
<input type="checkbox"/> ProSlate 4	<input type="checkbox"/> MultiChat 15	<input type="checkbox"/> WinSlate 12	<input type="checkbox"/> X-Base Table Top Mount
<input type="checkbox"/> ProSlate 8	<input type="checkbox"/> WordPower 42	<input type="checkbox"/> WinSlate 12 w/ Enable Eyes	<input type="checkbox"/> Rolling Floor Mount
<input type="checkbox"/> ProSlate 10		<input type="checkbox"/> WinSlate for Kids w/Enable Eyes	<input type="checkbox"/> Scanning Switch

3. Billing Information

A credit card number is required to secure timely and safe return of loaned equipment. No charges will be processed against the credit card unless the equipment is not returned on the specified date or the equipment is lost, stolen or damaged. Alternatively, a PO may be submitted as security.

Visa <input type="checkbox"/>	MC <input type="checkbox"/>	Disc <input type="checkbox"/>	Credit Card #:	Expiration Date:	CVV2 Code:
Name on Card:			Address:	City:	State:
Purchase Order Number: (in lieu of Credit Card)			Signature of Card Holder		

4. TERMS OF AGREEMENT

The below signature indicates that you understand and agree to the Equipment Loan Terms and Conditions. If an individual signs on behalf of a facility, the facility must agree to assume responsibility for the equipment should the individual and facility part company.

- I understand this equipment is on a loan basis and must be received back by Forbes Rehab Services on or before the due date on the packing slip
- My signature implies authorization for Forbes Rehab Services to charge my credit card or purchase order in the event that I fail to return the equipment.
- I understand that I am responsible for any repair or replacement costs incurred due to abuse, negligence, loss or theft.
- I intend this to be legally binding whether transmitted by mail or facsimile.

Signature of Person Assuming Financial Responsibility for Equipment _____

Signature

Printed Name

Equipment Loan Terms and Conditions

Section 1: Eligibility Requirements

The evaluator must be a licensed SLP with a Certificate of Clinical Competence (CCC) or be an Assistive Technology Specialist.

Section 2: Term of Evaluation

The term or evaluation period of this equipment loan is limited to 30 days. The evaluation period starts the day after receipt of the equipment and ends 30 days following receipt of equipment. FRS retains the right to recall the loaner equipment at any time at their sole discretion.

Section 3: Term Renewal

Eligibility for term renewal will be evaluated by FRS prior to the end of the loan period.

Section 4: Signature Required for Delivery

If no one is available to sign for the equipment upon arrival it will be returned to FRS and another contract will need to be submitted.

Section 5: Processing of Requests

Requests for loaner equipment will be served on a first-come, first-serve basis wherein receipt of the completed and signed Equipment Loan Request Form is required to initiate the requester's position in queue. Fulfillment of a request is subject to FRS having adequate inventory levels of the loan library. Products that are newly introduced, out of stock, are not manufactured, or are discontinued will not be available.

Section 6: Condition of Equipment

The evaluator agrees that returned equipment will be in working condition and free of any damage or abuse. Should the equipment be damaged while under the responsibility of the evaluator, the evaluator accepts full financial responsibility of any repairs or replacement charges.

Section 7: Return of Equipment

Upon the expiration of the evaluation term, evaluator agrees to return all equipment and accessories in the original packaging back to FRS using the pre-paid UPS return label(s) enclosed with the equipment.

Section 8: Failure to Return Equipment

A minimum late fee of \$250.00 will be charged for all late equipment returns. A \$250.00 a week charge for each device will apply until the equipment is received.

Section 9: Equipment Trial Agreement for End User Trials

It is mutually understood that equipment will be periodically loaned to end users for the purposes of conducting trials. In the event that equipment is loaned to an end user, Evaluator agrees to require the end user to complete and sign FRS's Equipment Trial Agreement. Evaluator agrees to submit completed form to FRS upon receipt.

Section 10: Statement of Liability

The evaluator hereby assumes responsibility for the contract and is liable for any repair or replacement costs incurred as a result of abuse, loss, neglect or theft of the equipment while in the possession of the evaluator. Damages and losses that occur to equipment while being loaned to end users will be the responsibility of the end user, if the Equipment Trial Agreement is completed in entirety and has been submitted to FRS.

Section 11: Option to Purchase

Depending on the equipment loaned, the evaluator may have the option to purchase the loaned equipment at the end of the evaluation period for a discounted rate.

Section 12: Contractual and Binding

It is expressed and understood that the terms and conditions set forth herein are contractual in nature, and not a mere recital, and the parties agree to be legally bound by these provisions.

Section 13: Cancellation

The evaluator may cancel this agreement at any time before the equipment has shipped by contacting FRS. In the event the equipment is not needed as scheduled or needs to be rescheduled, please call us to cancel the shipment of the equipment. If the equipment requested is not required for the entire 30 day period, it may be returned at any time during the evaluation period.