

## Security Agreement

This agreement is entered into by Forbes Rehab Services, Inc. (Forbes AAC) and the customer listed below. The agreement defines the terms of an equipment loan requested by the customer.

Generally, loans are granted either to a Speech-Language Pathologist (SLP) or an End User. SLPs can request equipment for: 1) Single-case evaluations with an end user; or 2) Long-term placements for ongoing usage in AAC-intensive settings. End Users can request equipment to fulfill trial requirements set forth by their funding source, or at the discretion of their evaluating SLP.

### **Regarding Loans to End Users:**

1. **Purpose:** Loans are available to End Users to fulfill funding requirements for an in-home trial, or at the discretion of the evaluating SLP.
2. **Availability:** Loans are available on a first-come, first-serve basis and are subject to approval by Forbes AAC
3. **Duration:** Equipment is available for a 2-week period unless the End User's funding source requires a trial of a different length.
4. **Security:** The customer must submit a credit card number as security to this agreement.
5. **Required Documentation:** Forbes AAC must receive all required documents prior to issuing a confirmation on the booking.
6. **Return:** Loans to end users must be return shipped on or before the date specified on their order. A \$250 late fee will be imposed on orders not return shipped by their due date.
7. **Damages:** The customer agrees that extensive damages or total loss of equipment are the financial responsibility of the customer.

### **Regarding Loans to Clinicians:**

1. **Purpose:** Loaned equipment is for the purpose of assessments with end users who plan on procuring their own AAC device, pending a successful evaluation. The device is to stay with the clinician and not go home with the end user.
2. **Availability:** Loans are available on a first-come, first-serve basis and are subject to approval by Forbes AAC.
3. **Duration:** The duration of the loan is generally 2 weeks but can be ongoing for AAC intensive clinics.
4. **Consideration:** Forbes must approve all requests and will do so on a case-by-case basis.
5. **Review:** For long term loans in excess of 4 weeks, Clinician agrees to provide (upon request) data pertaining to the usage of the device. Typically, data will be requested every 4 weeks.
6. **Timely Responsiveness:** Clinician agrees to respond in a timely manner to requests pertaining to the order.
8. **Return:** The order must be return shipped on or before the date specified on the order; however, it is mutually understood that Forbes may require that the device be returned at any time. A \$250 late fee will be assessed if the order is not returned on the due date or upon reasonable request; an additional \$250 fee will be assessed on a weekly basis until the equipment has been returned.
7. **Damages:** Customer agrees that extensive damages or total loss of equipment are the financial responsibility of the customer.

*The below signature indicates that you understand and agree to the Terms and Conditions and authorizes Forbes to charge the credit card on file for late or damaged equipment:*

Facility name/Customer name: \_\_\_\_\_ Type of customers:    End User    SLP  
ASHA License # (For SLPs): \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

*By signing this document, you are agreeing to the terms listed above:*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Important: Your order is drafted but not yet booked. Upon receipt of the required documents and approval by Forbes, you will be issued an order confirmation that includes ship dates for your order.**

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