

ITServices CAMPUS COMPUTER SALES & SERVICE (Loaner)

SESSIONAL ADJUNCT LAPTOP LENDING PROGRAM TERMS

- Computer loans include power cords, and carrying case, unless otherwise specified. The borrower is responsible for the care and return of these items.
- Dates of loans shall begin from the time the equipment leaves ITServices. Campus Sales and Services and shall not terminate until the equipment is returned to the loaner's premises.
- It is the responsibility of the borrower to determine the hardware configuration needs to operate software and perform desired tasks.
- Notice of defect. Unless the borrower gives notice within 24 hours of receipt of equipment, it is presumed the equipment was delivered in good working condition and the borrower accepts equipment for use.
- Identification labels provided by the loaner shall not be removed from the equipment.
- Security deposit. Campus Sales and Service requires a valid credit card number to be kept on file as a form of deposit. No charges will be applied to a credit card without making an effort to notify the lessee.
- Loss. The borrower shall be covered by the University "self-insurance program for property losses" for thefts with applicable evidence of break-in. In all other circumstances the borrower shall bear the entire risk of loss or theft, damage or destruction for any cause whatsoever. In the event of loss or damage, borrower will pay the original retail list price of the equipment and any applicable software charges to the loaner.
- Borrower is required to show photo identification to time of delivery of equipment.
- Borrower will reimburse lessor for any damages above reasonable usage.
- Borrower will be responsible for maintenance of equipment, to keep equipment in proper working order.

EMERGENCY SERVICE AND SUPPORT

Your contract states, unless specified otherwise, we provide you with delivery of working equipment. If you are experiencing difficulties, you are encouraged to phone our office at 533-6666. Any and all repairs and/or replacements of equipment MUST be handled by Queen's ITServices Campus Computer Sales & Service. If the difficulties are due to faulty equipment, there will be no charge for support. Return the unit to Campus Computer Sales and Service for a replacement.

DISCLAIMER

Queen's ITServices Campus Computer Sales and Service makes no claim of merchantability, suitability, nor serviceability for any equipment rented. Any losses incurred for any reason attributable to the rental of the said equipment are wholly dischargeable to The Campus Computer Sales and Service. This includes, but is not limited to, loss of revenue (tangible or potential) loss of time, nor rental charges paid or due.

IF THE EQUIPMENT IS NOT RETURNED BY THE RETURN DATE, YOU WILL BE CHARGED FOR THE ORIGINAL RETAIL LIST PRICE OF THE EQUIPMENT AND ANY APPLICABLE SOFTWARE CHARGES. I HAVE READ AND AGREE TO THE ABOVE SESSIONAL ADJUNCT LAPTOP LENDING PROGRAM AGREEMENT.

Borrower Name: _____ Date Taken: _____

Identification #: _____ Ph # _____ Date Return _____

Credit Card # _____ Exp: _____

Signature: _____

Model # _____ Serial # _____ Rental # _____

Sales Order # _____ A/C Adapter? Y/N Case? Y/N Mouse? Y/N