

PRESENTATION SYSTEMS

RENTAL AGREEMENT FORM

Please complete and fax back to 408-371-5926 to reserve equipment

Company Name: _____
Contact Name: _____
Address: _____
City, State, Zip _____
Phone: _____
Fax or Email Address: _____

By signing this agreement form I agree to rent items listed in Presentation Systems quotation number _____ for the specified period of _____ Day Weekend Week. I agree to pay all invoices in full in net 10 days upon receipt and agree to abide by all terms and conditions set forth. I agree to return all equipment and accessories, in the same condition as received or pay additional charges to repair equipment or replace missing accessories. I understand that a finance charge of 3% per month will apply to any overdue balances. I authorize charging the credit card number listed below if I have requested "Charge to credit card" for Payment Method or in the event that the invoice becomes more than 30 days overdue. I understand all Rental Orders must be canceled at least 4 hours prior to scheduled time or full charges will apply.

Credit Card Number _____ **Exp** _____ **Security** _____
(Required for ALL Rentals) _____ **Date** _____ **Code** _____

Name on Card _____ **CC Billing Zip Code** _____

Signature _____ **Date** _____

Complete here if you are picking up the equipment :

→Customer equipment pick-up/drop-off hours Mon-Fri, 8:30AM-5:00PM
Your Pick-Up Date _____ Time _____
Your Return Date _____ Time _____
Number of people presenting to _____
Name of Person Picking up: _____

Complete here if we are delivering the equipment :

→Delivery & Set-up on days, eves & weekends –Delivery fee charged
Delivery Date _____ Time _____
Pick-up Date _____ Time _____
Time Your Event Begins _____
Number of people presenting to _____

Delivery Location Info
(If different than above)
Contact Name _____
Contact Phone # _____
Delivery Address _____

Let us know what equipment you need :

- Attach our written quote and **(CIRCLE)** the items you need OR
- List the items you need here _____

- List items we are not providing but is being connected to our equipment _____
- Note any special cable/power cord lengths (15'+) or other requirements _____

How You are paying: Charge to credit card Check/Cash At End of Rental Invoice Net 10

Where to Send Invoice: Printed Invoice at Rental Mail Invoice to _____

 E-Mail Invoice to Address at top _____
