

# Voting Systems Ltd trading as Optivote



## TERMS AND CONDITIONS OF HIRE/LOAN/TRIAL

- 1.) **INSURANCE**  
The goods are insured by Voting Systems Ltd when in transit, once arriving at the hire/loan/trial recipient's ("The Recipient") premises they become your responsibility. Please ensure that your insurance policy covers the goods, as Paragraph 7 of these Terms and Conditions apply.
- 2.) **DELIVERY & COLLECTION**  
Delivery and collection will be arranged by Voting Systems Ltd. The goods must be ready for collection by 12 Noon on the agreed collection date and should be adequately packaged.
- 3.) **PRODUCT FAILURE**  
In the event of the product failing to operate in accordance with published specifications, the Recipient must notify Voting Systems Ltd immediately by fax/telephone and confirm in writing.
- 4.) **PENALTY FOR LATE RETURN**  
In the event of equipment not being available for collection on the appointed day, hire charges will apply until equipment is collected.
- 5.) **CANCELLATION**  
In the case of equipment being shipped before notice of cancellation is received in writing, then delivery and collection charges will apply.
- 6.) **DAMAGE**  
Damage or breakage's during the hire/loan/trial period are the responsibility of the Recipient. All repairs or replacements will be charged for, as will any shortages. Additionally, the Recipient may be responsible for paying a charge equating to Voting Systems Ltd's financial loss until such repairs or replacements are completed.
- 7.) **CONSEQUENTIAL LOSS**  
Whilst every effort is made to supply equipment in full working order, Voting Systems Ltd shall not be liable for any consequential loss to the Recipient, including any expense, liability, loss, claim or proceeding, whatsoever caused by, or arising out of late delivery, non-delivery, unsuitability or any breakdown or stoppage of the same.
- 8.) **LABELLING OF PRODUCT**  
No marking or labelling of product is permitted if removal of the same causes damage to the equipment, Paragraph 6 of these Terms and Conditions apply.
- 9.) **ORDERING**  
All orders must be confirmed in writing and accompanied by an official purchase order number
- 10.) **PAYMENT TERMS**  
All (Any) charges fall due for payment in accordance with Voting Systems Ltd's standard terms and conditions of trade.

ORGANISATIONS NAME : \_\_\_\_\_  
(The Customer & Recipient)

DELIVERY ADDRESS : \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ TEL \_\_\_\_\_

DELIVERY DATE : \_\_\_\_\_ COLLECTION DATE \_\_\_\_\_

PRODUCT : \_\_\_\_\_

RATE / COST (Excl VAT) : \_\_\_\_\_

**I AGREE TO THE TERMS & CONDITIONS OF HIRE/LOAN/TRIAL**

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**CUSTOMERS SIGNATURE**                      **POSITION**                                      **DATE**

**PURCHASE ORDER NO** -----

**PLEASE FAX BACK ON 0113 247 3902**

Voting Systems Ltd, Lower Whitehill Farm, Whitehill Rd, Slack Lane, Oakworth, Keighley BD22 0QH