

# SHORT TERM HIRE - COMPLETION GUIDE

## COMPANY DETAILS (AS TO APPEAR ON YOUR INVOICE)

Company Name: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Post Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
*Please note: order confirmation will be sent by email*  
 Nature of Business: \_\_\_\_\_  
**Till Roll Text:** (3 lines, max. 22 characters per line)  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Please enter all your details as CLEARLY as possible.

Please don't forget your EMAIL ADDRESS.

These three lines print at the top of every receipt

## ELECTRONIC MERCHANT NUMBER

**Merchant Number:** \_\_\_\_\_  
 Please indicate your acquiring bank from the list below:  
**Streamline**  | **Barclays**  | **Lloyds Cardnet**   
**HSBC**  | **Allied Irish**  | **Elavon**  | **HBoS**   
 Amex MID (If applicable): \_\_\_\_\_  
 Diners MID (If applicable): \_\_\_\_\_

You **MUST** have a merchant number (MID) with one of the acquirer's listed. E-Commerce MID's are **NOT** compatible with our terminals

## DELIVERY ADDRESS (if different):

Address: \_\_\_\_\_  
 Post Code: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Mobile: \_\_\_\_\_

Please complete this section if you require delivery at an alternative address other than the your company address

Show/Event: \_\_\_\_\_ How did you hear of 123 Hire? \_\_\_\_\_

## ORDER DETAILS

You must give a minimum notice of **SEVEN** working days before the date of dispatch  
**EXPRESS ORDER FEE: additional £20 fee – any order**  
**Mobile Terminal Hire** (minimum 3 day hire charge)  
 Start Date: \_\_\_\_\_  
 End Date: \_\_\_\_\_  
 Total No. of days: \_\_\_\_\_  
 No. of terminals: \_\_\_\_\_  
 Delivery: ONE working day before date of hire (unless otherwise arranged): \_\_\_\_\_  
 Each terminal will be supplied with one battery, mains power lead, ONE till roll and a return bag.  
 No. of extra till rolls: \_\_\_\_\_ boxes of 20 @ £18.00 OR \_\_\_\_\_ individual rolls @ £1.20 each (Average 40-60 transactions per roll)

**PLEASE GIVE AS MUCH NOTICE AS POSSIBLE!**

Start date is the first date of use, the end date the last date of use. We deliver one working day before your start day as standard

**123 Hire 'Short term hire' pricing (+VAT) per terminal 2008**  
 £\*\*.00 per day (min. 3 day charge)  
 £\*\*.00 per week  
 £\*\*.00 delivery & return \*  
**PRICE INCLUDES ALL CALLS!**

123 Hire deliver pre noon as standard – earlier delivery times are available at an additional charge. Please contact 123 Hire for further info

## IMPORTANT: TERMINALS NEED TO BE RECHARGED AFTER APPROXIMATELY 180 TRANSACTIONS.

\* For orders of multiple terminals please contact 123 Hire for delivery & return price. Terminals returned later than 2 working days after hire are subject to **ADDITIONAL CHARGES**.

## COVERAGE

Our mobile terminals use \_\_\_\_\_ by Vodafone or O2. For an indication of the signal strength at your hire venue please visit the coverage section in the technical area on our website: [www.123hire.net](http://www.123hire.net) – please note 123 Hire cannot guarantee network coverage.

Check our website for expected coverage

## CANCELLATION

In the event of this contract being cancelled by you the customer within 3 days of the delivery date, a cancellation fee will be levied against your credit card/deposit to the amount of £50.00 + VAT per terminal.

## HIRE COVER – NEW!

Please initial and date here: \_\_\_\_\_ date: \_\_\_\_\_ if you would like to cover the terminal(s) against **loss/theft or accident** during your hire. This cover costs £10.00 + VAT per terminal for the entire short term hire period stated in the order details section.

We are **UNABLE** to process an order unless this section is completed

## ACCEPTANCE OF TERMS AND CONDITIONS

I acknowledge that I have read and understood the Terms & Conditions of this agreement & authorise 123 Hire Ltd to invoice me on my credit card (details below) all billable costs related to the hire of the above equipment.  
 Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## DEPOSIT

There is a £250.00 deposit required for each terminal which can be paid by cheque or credit/debit card which is refundable after the terminal is returned minus any charges incurred. Card deposits are taken approx. 1 week before the delivery date, cheques are banked on receipt. If you wish to pay by BACS\* our bank details are as follows: account name: 123 Hire Ltd, account number: 08578175, sort code: 20-35: 90.  
 \*Please use your company name as stated above as a reference when making any BACS payment

## Credit Card Details – Please ensure the card is registered to the company address given

Name on card: \_\_\_\_\_ Type: \_\_\_\_\_ CSC: \_\_\_\_\_  
 Card number: \_\_\_\_\_ Switch only - Start Date: \_\_\_\_\_  
 Expiry date: \_\_\_\_\_ AMEX and DINERS not accepted for payment.

The 'CSC' code is the last three digits printed on the signature strip of your card. We require this number in order to process your deposit and therefore confirm your hire.

If you are booking your hire within 7 working days of delivery you must supply card details for the deposit

Please visit [www.123hire.net](http://www.123hire.net) ('Getting started') for help completing this form.

Please tick here if you WANT to receive email reminders from 123 Hire.