



3903 Stoney Brook Dr  
Houston, TX 77063  
Phone // 713-988-2818  
www.microsearch.com

**RENTAL AGREEMENT**  
*(Please fax to 713.995.4994)*

Customer Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City / State / ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**Credit Card:**       Company/Business Card       Personal Card  
 MasterCard       American Express       Visa       Discover

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**Credit Card Authorization:** I, \_\_\_\_\_, hereby authorize Microsearch, Inc. to charge my credit card in the amount of \$\_\_\_\_\_ for the amount listed on the rental invoice (not to exceed \$15,000). I agree to be bound my Microsearch terms and conditions for this transaction. I have read and understood the Rental Agreement and I agree to Microsearch policy to pay for any missing or damaged components.      Initials: \_\_\_\_\_

Pick-Up      Return  
Date/Time: \_\_\_\_\_ Date/Time: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**I. Rental Periods and Charges:**

- a. The minimum rental period is one day. For out-of-town shipments of equipment, the minimum rental period is two days. Out-of-town rental charges start the day after shipment, and continue until all equipment is returned to Microsearch, Inc. The customer is responsible for all shipping and delivery charges, including insurance.
- b. Hours of operation for Microsearch, Inc. are 9:00 am until 6:00 pm, Monday thru Friday. Equipment may be picked up at Microsearch, Inc. after 3:00 pm on the day before the beginning of the rental period. Equipment picked up before 3:00 pm will be charged an additional half day. Equipment returned after 12:00 pm will be charged an additional full day.

- c. Rental charges may be applied to equipment purchases only under certain circumstances and only if approved by Microsearch, Inc. management prior to the rental period.

**II. Reservations and Deposits:**

- a. Microsearch, Inc. is not liable for any loss of revenue, or any other inconvenience, which may result from the unexpected unavailability of equipment that has been reserved by the customer.
- b. Some items may require a NON-REFUNDABLE Reservation Deposit at the time of the reservation. This deposit will be applied to the rental.
- c. Customers who do not have an open account with Microsearch, Inc. may be required to make a Security Deposit equal to the value of the rented equipment, or 5 times the daily rental rate. Security Deposits must be paid with a MasterCard, Visa or American Express; cash or checks will not be accepted.

**III. Cancellations:**

- a. A fee will be charged for cancelling all or part of any rental order. This fee will vary depending on the specific circumstances and the equipment involved.

**IV. Payment and Credit Terms:**

- a. All first time rentals must be paid in advance with CREDIT CARD. Only Visa, MasterCard or American Express will be accepted.
- b. Credit Card and valid Texas driver's license MUST BE PRESENTED at time of pick-up.
- c. Individuals or companies wishing to rent equipment from Microsearch, Inc. on terms must complete a credit application. New customers should submit a completed form at least two weeks prior to the rental if references are local, or four weeks if references are out-of-town.

**V. Responsibilities:**

- a. It is the customer's responsibility to understand the proper use and care of each item of rented equipment. Microsearch, Inc. is not responsible for any injury, loss or damage, directly or consequently, arising out of the use or inability to use the equipment, whether used singularly or in connection with any other equipment. Equipment that operates normally when returned will be deemed to have been in proper operating condition during the entire rental period.
- b. The customer must, as his/her expense, protect and keep in good state of condition and repair, the rented equipment; and must not use or operate the equipment other than in a manner and for the use contemplated by the manufacturer thereof; and must return the same equipment to Microsearch, Inc. upon termination of the rental period, in the same condition and good order as when received, ordinary wear and tear excepted. Microsearch, Inc. shall have the sole discretion to determine if, and to what extent, equipment has been damaged.
- c. The customer must reimburse Microsearch, Inc. for the full cost of repairs for rental equipment that is returned damaged or broken by any cause whatsoever, whether due to the customer's fault or not. For rental equipment that is lost, stolen or damaged beyond reasonable repair, the customer must reimburse Microsearch, Inc. for the full replacement value of each item. The customer may be required to further compensate Microsearch, Inc. in rental charges, for any time lost as a result of replacement or repair of any equipment damaged or not returned.
- d. The cost of any insurance coverage, or other protection against damage and/or loss of equipment rented from Microsearch, Inc. are the sole responsibility of the

customer. Microsearch, Inc. shall require production insurance covering the full value of the rented equipment plus 15% on all rental orders with a retail value of more than \$15,000. Rental orders with a retail value of under \$15,000 shall be secured by credit cards with an appropriate balance to cover the full retail cost of the rental order.

- e. The title and ownership of all rented equipment shall remain with Microsearch, Inc. at all times (*excepting rental stock handled on a rent-thru basis*). The customer may not remove rented equipment from the Continental United States without prior written permission from Microsearch, Inc. management, and agreement to any special terms included in said written permission.
- f. It shall be lawful for Microsearch, Inc. or its agents, at all reasonable times, to enter the premises upon which said equipment is kept, for the purposes of viewing the state and condition of said equipment.
- g. Rental terms/details (*admin only*):
  - 1. Rental Invoice Number: \_\_\_\_\_
  - 2. Total Cost: \_\_\_\_\_
  - 3. Payment Method: \_\_\_\_\_

**Agreement:**

The Customer (Lessee) hereby acknowledges and agrees to all of the terms and conditions listed herein (Microsearch, Inc. Rental Policies and Agreement).

Customer (Printed Name): \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_