

# Equipment Repair Centre Service Agreement

The Equipment Repair Centre is a partnership between the Division of Teaching Labs and MedStore, both departments are within the University of Toronto Faculty of Medicine.

This document constitutes an agreement between the Equipment Repair Centre and the customer.

**The customer has guaranteed that the equipment has been cleaned and decontaminated, and does not contain any harmful biological or radioactive material.**

A written estimate of costs associated with repaired each item will be submitted to the customer before repair work is done.

Once written acceptance of the estimate is received by the Equipment Repair Centre the customer is contractually obligated to pay these costs.

All repair items must be paid for and accepted by the customer within 30 days of the work being completed, after which a storage charge of \$2 per day will be billed to the customer.

All items left longer than 90 days will be deemed as abandoned and the customer gives up all rights to ownership; consequently, the item may be sold to recover the cost of repairing. The customer is still responsible to pay any difference between the cost of repair and the amount recovered from sale.

## Customer Information

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

\_\_\_\_\_  
Address/ Building/ Room Number

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

### Repair Type

At Your Location \_\_\_\_\_

In Our Repair Centre \_\_\_\_\_

### Payment Method

MasterCard \_\_\_\_\_

Visa \_\_\_\_\_

FIS #s \_\_\_\_\_

\_\_\_\_\_  
Name on Credit Card

\_\_\_\_\_  
CC/IO #

\_\_\_\_\_  
Credit Card #

**OR**

\_\_\_\_\_  
CFC #

\_\_\_\_\_  
Expiry Date

\_\_\_\_\_  
FUND #

\_\_\_\_\_  
Equipment Name and Serial #

\_\_\_\_\_  
Problem with Equipment

\_\_\_\_\_  
I hereby accept the terms spelled out in this Service Agreement.

*ERC USE ONLY*

\_\_\_\_\_  
Customer Signature

*Job ID* \_\_\_\_\_

*Estimate* \_\_\_\_\_