



WOODLYN

Loaner Agreement Terms and Conditions

Woodlyn, Inc. ("Woodlyn") is pleased to offer our customers a loaner instrument while your equipment is being serviced or repaired at our facility. This document serves as a loan contract to ensure that all borrowed equipment is returned to Woodlyn in the required time stated in the terms. All equipment must be returned undamaged in its original packaging. If equipment is lost or damaged while in the possession of the borrower, it is the borrower's responsibility to replace or repair the loaned equipment. This document should be completed prior to Woodlyn loaning any equipment.

- A "Return Authorization" (RA) number must be issued by Woodlyn for any service or repair.
- A credit card authorization is required to be on file before loaner equipment can be shipped.
- Woodlyn will charge the credit card on file for outgoing shipping and handling for the loaner.
- Please ship your equipment to Woodlyn within 24 hours (excluding Holidays and/or weekends), of receiving the loaner equipment.
- A copy of the RA form is required to be included in the shipment.
- The RA number must be written on the outside of the packaging when sending your instrument in for repair and/or service.
- If parts are needed for the repair of your equipment, Woodlyn will provide you a written quote which must be signed and returned once approved.
- Woodlyn will charge the credit card on file for outgoing shipping and handling for the serviced equipment.
- A Return Material Authorization (RMA) will be issued for the return of the loaner equipment, and a copy will be included in the shipment of your serviced/repaired equipment.
- A return shipping label can be provided at your request. Shipping charges apply.
- Please return the loaner equipment to Woodlyn within 24 hours (excluding Holidays and/or weekends) of the receipt of your equipment. A tracking number must be provided to Woodlyn.
- The RA number must be written on the outside of the packaging, and the RMA form must be included in the package, when returning the loaner.
- Failure to the loaner being received by Woodlyn within 15 days will result in a credit card charge for the full amount of the equipment.
- Loaner equipment must be returned in the same condition it was received, or a cleaning/service fee will apply.
- Customer is responsible for any damage caused due to improper packaging.
- Customer is responsible for all shipping charges.

Company	_____		
Address	_____		
City, State, Zip	_____		
Phone	_____	Email	_____
I agree to the terms and conditions listed above and I am authorized to sign this form and bind my organization to this agreement.			
Name (print)	_____		
Signature	_____	Date	_____