



ABN 28600732584  
Sue Inness  
Diploma of Teaching,  
Certificate 4 Workplace  
Training & Assessment

Staff Training- Computer applications, robotics, engineering systems, course writing.  
Student - Extension programs, incursions, in-school projects.

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## Laptop Computer Hire Contract and Conditions

1.1 This agreement is made on this day dated   
between the owner- hirer, Techxellent Training Solutions , Sue Inness and

1.2 The Hiree - Organisation:

1.3 Organisation representative, Name

1.4 Representatives e mail address:

### 2.1 THE EQUIPMENT SUBJECT OF THIS HIRE AGREEMENT IS AS LISTED :

- Dell Vostro(TM) 1500 Laptops, power transformer and leads with associated software ( see list)
- IBM ThinkPads T40 2374-7FM, power transformer and leads, with associated software ( see list)
- Long electrical extension leads

- Short electrical extension leads
- Power boards
- Power Boards ( yellow) with safety switch
- Optical mice
- Other as listed in 5.2

### **3.1 Pre Loaded Software**

#### **Microsoft Office Professional 2007**

Word  
Power Point  
Excel  
Outlook

MS Frontpage

Windows XP Pro with service pack 2

Windows Movie Maker and all Windows bundled software

LEGO RoboLAB 2.9.3

LEGO MINDSTORMS NXTG Education programming platform

LEGO Digital Designer\*

Monkey Jam \*

Kid Pix Deluxe 4 Schools

Tales Animator\*

StopMotion Pro

Gamemaker standard\*

Thunderbird\*

Firefox\*

Scratch\*

Evrsoft First Page\*

Acrobat Reader\*

FastStone Capture\*

Java\*

Flash player\*

QuickTime\*

WebCam drivers

①The applications below this line are not currently installed on the IBM Think Pads but can be installed on request: Please indicate against the list below if you require additional **software from this list pre-loaded by the owner ( no fee) on the 3 X IBM Think Pads**

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### 3.2

- Photoshop Elements
- Adobe Creative Suite: Dreamweaver,
- Adobe Creative Suite Contribute,
- Adobe Creative Suite Fireworks,
- Adobe Creative Suite Flash
- Adobe Creative Suite Bridge
- Corel Painter Essentials
- Paint.NET\*
- 3D Si-Fi Movie Maker\*
- Selco Flash Designer\*
- 3DC Canvas (Amabilis)\*
- Anvil Studio\*
- Audacity\*
- IconArt (ConWare)
- Smart Video Show ( Sigmatel)
- ZD Soft Screen Recorder
- Mediacoder\*

**\* Indicates free application downloaded from the net**

**3.3 Hiree supplied software** to be pre loaded by the owner ( software and passwords supplied by the hiree to the hirer , minimum of 4 days prior to the hire date/s, no additional charge):


### **4 HIRE DATES AND AGREED FEES - Computers**

- 4.1 Hire per day ( excluding delivery and pick up – return, days)**  
**\$250.00 per day excluding G.S.T**
- 4.2 Late return fee - for each day that computers are not returned as agreed in this contract.**  
**\$250.00 per day excluding G.S.T**
- 4.3 Delivery and pick up ( from Patterson Lakes)**  
**Charged at \$1.00 per km both directions excluding G.S.T**
- 4.4 Set-up and/or pack up at hirees venue**  
**\$15.00 per hour excluding G.S.T**

4.5 Date of pick/up or delivery  time

4.6 Date/s of use i.e. the hire dates  time

4.7 Date of return or pick up  time

4.8 Pick-up and return address, km measured from – 61/117 McLeod Rd , Patterson Lakes

## 4.9 Total Cost

Days	Item No	Item	Cost excluding GST	Fee
	4.1	15 X Computer hire	@\$250.00 per day	
	6.2**	Computers – late return	@\$250.00 per day	
NA	4.3*	Delivery & Pick-up	\$1.00 per km	
hours	4.4*	Set up/ pack-up	\$15.00 per hour	
	5.2	Web Cameras	\$5.00 each per day	
	5.2	Lighting	\$5.00 each per day	
	5.2	Coreflute stages	\$3.00 each per day	
	5.5**	Late Return of 5.2	At 5.2 per day, item cost	
NA	9.4**	Damaged equipment	At cost for repair	
			GST 10%	
			Estimated Total	

\* Estimate only , actual fee will be predicated on km and/ or set up time

\*\* Charged at rates outlined here-in, can only be calculated after the return of the equipment.

## 5 Additional Equipment

**5.1** Hire charge for additional equipment ( web cameras etc) hire dates, fees and delivery conditions as for computer hire

**5.2 Listed additional equipment - as indicated:**

- 15 X Web Cameras with manual focus 8mp - Hire cost \$5.00 per day each + GST
- 15 X Lighting- lamps ( for claymation) – Hire cost \$5.00 per day each + GST
- 15 X Coreflute stages ( for claymation) –Hire Cost \$3.00 each per day + GST

**5.3 Additional Equipment as listed in 5.2 –**

**Total Cost per day excluding GST**

\$
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5.4 No additional delivery / pick up fee for these items when included with computer hire.

- 5.5 Late return fee as for item 5.2 per day + GST  
5.6 Pick-up and return dates as for 4.4, 4.6, 4.7, 4.8

## 6 Pick up /Delivery / set-up

- Hiree will pick up  
 Hiree will return  
 Owner will deliver and set-up \*  
 Owner will pick-up (return) \*  
 Owner will pack-up and pick up (return) \*

6.2 \*Any additional fees for this service will be calculated after the service and charged as outlined on page 4

**6.3 Late return of computers will be charged at \$250.00 per day**

## 7 PAYMENT

- 7.1 You will receive an invoice based on this contract for hire fees and other agreed charges.  
7.2 Payment, strictly within 14 days of invoice.  
7.3 Please make your cheque out to Sue Inness Trading As Techxellent Training Solutions  
7.4 Prices as quoted exclude GST. Your invoice will include GST of 10%

## 8 Usage Conditions

8.1 The hiree warrants that they will make every reasonable effort to use the equipment in the manner intended and with forethought to the fact that this is delicate electronic equipment.

### 8.2 Computer Drives

The computers have all been set up with 2 users: the computer administrator and Student. You will be provided with the administrator passwords for loading software if required. Computers are running **Windows Steady State** with various restrictions that ensure that **no changes are saved on shut down when used as Student User.**

**Windows Steady State restrictions under “Student” User include** : user cannot change passwords, change the registry or lock the computer. Student users are advised to use a thumb drive to save any files that they wish to keep.

8.3 All computers must be run under “Student “User after initial software is loaded.

8.4 If the hiree is loading software, after the software has been loaded under administrator privileges, computers must be used as “**Student” user**

8.5 The hiree must not make any setting changes to Windows Steady State.

8.6 Unless listed here, the hiree agrees not to make any registry or other changes to the windows operating system.

8.7 The hiree may set-up the computers to access the net and printers.

8.8 Agree allowable additional changes to be listed here :

## **9 Physical Security of the equipment whilst in the hirees possession**

9.1 Computers must be secured in a locked safe area when not in use, with all reasonable efforts being made for their safety.

9.2 Users are not to eat and drink while using the computers. Any damage resulting from liquids or foods will be repaired/replaced at cost to the hiree.

9.3 All standard usage procedures and protocols for computers are to be observed.

Leads, power-packs and mice are to be returned or replacement cost will be charged to the hirer.

9.4 Physical damage to computers and other equipment – repairs and/or replacement will be charged to the hiree.

This hire agreement has been made on this day \_\_\_\_\_

between

Owner & Hirer Techxellent Training Solutions

Sue Inness Signature \_\_\_\_\_

And name \_\_\_\_\_ Signature

Signed on behalf of the Hiree organisation Name \_\_\_\_\_

\_\_\_\_\_