

**Rental Dept Policies---Procedures---Responsibilities**

1. **Units pick-up** and return HOURS:  
Monday thru Friday; 8:00 to 5:00 pm or with prior arrangement.  
Saturday 8:00 am to Noon, Sunday by prior arrangement only
2. **Rental periods**, referencing for billing purpose.  
One **day** = 24 hrs which equals ( **9** ) hrs of crane time.  
One week = 7 days , which equals ( **54** ) hrs of crane time.  
One month = 4 week period , which equals ( **216** ) hrs of crane time.
3. **CUSTOMER requirements**, for renting.  
NOTE: Customer to furnish the following; **A.** A certificate of insurance with rental company listed on certificate as additional insured. **B.** General liability with not less then \$ 1,000,000.00 for bodily injury or death to any one person. **C.** \$1,000,000.00 for any one accident. **D.** \$1,000,000.00 for property damage and insurance against loss or damage to the LEASED EQUIPMENT from every cause what so ever in an amount equal to the full replacement value of the LEASTED EQUIPMENT.
4. **NOTE: Rental customer to show , or furnish** copy of CDL drivers license\_\_\_\_\_
5. **Rental unit maintenance requirements:** Lessee is required to maintain rental truck & crane during the rental period, such as and not limited to: **A DAILY** inspection of the truck & crane fluids— In accordance with **CDL driver requirements**--- All the crane attachment points according to **OSHA requirements** for operators---- If owner has a crane inspection book it must be filled out. **Grease crane** daily—weekly—monthly according to manufactures requirements. Inspect truck lights –tires—brakes and steering according to requirements.
6. **Rental UNIT conditions:** Customer is responsible for returning rental unit in the same condition as he picked it up such as ; **Fuel level**---- all **other fluid** levels--- crane **wire rope** condition --- cab interior clean ---- truck tires free from damage ANOTHER words the same condition as when picked up.... **NORMAL** road grime is acceptable due to period time of the day or season... **NOTE :** Any excess cleaning will be charged back at \$ 95.00 per hour clean-up charge...
7. The rental customer will be given a **check out form** to fill out the day of pick-up...
8. The rental customer will be given a booklet for the **daily inspections** of unit during his rental period.
9. **ITEMS we do not offer :** -Lifting slings or straps---- load securement straps.
10. **Rental payments:** At time of crane check out, A company check or Purchase Order ( with prior credit approval) is required for the initial rental period, then additional billing will be ( due upon receipt of invoice).....

**We thank for your business  
and  
thank you for your cooperation with our GUIDELINES**