



Easy As Hire Pty Ltd
ABN 42 659 313 694
Koo Wee Rup, Victoria

Qualify Customer Lead Checklist

1. Where did the customer hear about Easy As Hire?

- Facebook
- Instagram
- Easy As Hire Website – easuashire.com.au
- Phone
- Email
- Word of Mouth

2. New or Existing Customer?

- New** – Go to Section 3.
- Existing** – Go to Section 4.

3. Business Information

Full Company Name		
ABN	ACN	
Website	Phone	Email
Register Business Address		
Billing Address (leave blank if same as above)		

Easy As Hire

It's easy as.

 0423 242 100

 info@easyashire.com.au

 www.easyashire.com.au



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4. Contact Details

#	Contact Name	Title	Phone	Email
1				
2				
3				
4				
5				

5. Job Information

Equipment Requirements

What equipment does the customer want to hire?

Machines	Attachments
<input type="checkbox"/> Excavator <input type="checkbox"/> Tracked Mini Loader <input type="checkbox"/> Wacker Plate/ Compactor	<input type="checkbox"/> Augers (multiple sizes available) <input type="checkbox"/> Lawn Corer <input type="checkbox"/> 5 Finger Hydraulic Grab <input type="checkbox"/> Sleeper Grab <input type="checkbox"/> Rotary Hoe
Optional Extras	
<input type="checkbox"/> Optional Damage Waiver - \$20 per piece of equipment, per day. Reduces the excess in the event of accidental damage from \$3,000 to \$500.	
<input type="checkbox"/> Fire and Theft Cover - \$20 per piece of equipment, per day. Covers you in the event of a fire or theft resulting in a total loss of the equipment. Excess of \$500 applies for any total loss.	

DO YOU REQUIRE A MACHINE OPERATOR FOR YOUR HIRE?

Yes - Advise that additional charges apply.

No – Advise the customer: The Hirer warrants that it will ensure that all persons operating or erecting the equipment are fully trained and qualified to use the Equipment. The Hirer accepts and acknowledges that Easy as Hire has given a full run down how to use the equipment and that Easy as Hire will accept no responsibility whatsoever for damages or injury resulting from misuse of the equipment.

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Pickup and Delivery Requirements

Dispatch	Return
<input type="checkbox"/> Customer collects from Easy As Hire Koo Wee Rup	<input type="checkbox"/> Customer returns equipment to Easy As Hire - Koo Wee Rup
<input type="checkbox"/> Easy As Hire to drop off to customer (Fees Apply)	<input type="checkbox"/> Easy As Hire to collect equipment (Fees Apply)
Drop Off Address	Pick Up Address
Requested Dispatch Date	Requested Return Date

Additional Charges – Advise the customer of these

- Security Deposit** - \$100 – Applies to all hires. Refunded once equipment is returned in the same condition as received.
- Cleaning Fee** - \$100 min (2 hours), \$50 per hour afterwards.
- Fuel Tank Refilling** - \$3 per litre

6. Next Steps

Advise the customer of the next steps:

1. A Terms and Conditions Declaration Form must be completed prior to work commencing.
2. A Hire Schedule Agreement detailing your job information will be sent to you for your signature approval. Please make sure to read all of the terms and conditions and confirm all details are correct on the Hire Schedule Agreement.
3. An invoice will be sent to you for payment. We accept credit/ debit cards, bank deposits or cash on dispatch of the equipment.
4. A condition report will be completed upon the return of the equipment to ensure that the goods are received in the same condition they were dispatched.
5. Providing there are no issues with the equipment at the point of return, the \$100 security deposit will be refunded to your payment within 5-7 days.

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