



Terms & Conditions

Publish Date: 2/4/2021

Published By: Tom Rockwell

Terms & Conditions in integraRental

The terms and conditions verbiage that appears on the rental agreement and service ticket documentation is printed by integraRental, so you do not need to purchase pre-printed paperwork. Users can choose from a combination of manually entered verbiage and/or a pre-prepared document file that is uploaded and appended to the rental agreement. Users can also upload pre-prepared documentation that is rental asset specific, which will only appear in the rental agreement contract if said asset is rented.

Terms & Conditions Setup

To access the manual entry area for terms and conditions go to the main menu/Setup/Agreement Settings/Default Terms and Email. Once the page loads you will see a dropdown menu labeled “Select your text position”. The first 5 in the menu all pertain to rental agreement terms and conditions. Select the terms and conditions area that you want to edit from the menu, and make your changes in the body section. If the body section is blank you will see the message “Please insert text!!!”. When you are done editing the text be sure to click Save in the top-right corner, and then pull up a rental agreement and click the “View PDF” button to see the changes you have made.

Agreement Section 1

Agreement Section 1 will appear on the rental agreement contract between the last line item and the signature line. This area is typically reserved for brief disclaimers regarding fees or other requirements of the rental agreement that you want to be sure the renter will see before signing for the order. The longer legal verbiage is typically entered in Agreement Section 2, or uploaded as a pre-prepared document which is appended to the rental agreement when generated or printed.

Agreement Section 2

As explained in the Agreement Section 1 slide, the longer legal verbiage is typically entered in Agreement Section 2, or uploaded as a pre-prepared document which is appended to the rental agreement when generated or printed. Users can choose to employ one or both of the section 2 options as needed, however the upload of the pre-prepared document tends to be the more popular way to present section 2. Continue on to the next slide to learn more about uploading your pre-prepared section 2 terms.

Agreement Section 0

The uploaded, pre-prepared alternative for agreement section 2 is known as agreement section 0 (zero). To upload your pre-prepared pdf document, go to the main menu/Setup/Settings/System Settings. Once the page loads, scroll to the bottom and click the “Edit” button to reveal the “Choose File” button. When you click choose file you will be able to search your PC for the pre-prepared pdf file that you wish to use. Once selected and back to the integraRental screen, click the upload button to send your file to the integraRental server. Once uploaded the file will be briefly checked for viruses, and a yellow “Pending” button will appear. The uploaded document will not be available for use until the virus check is complete, which should take 30 seconds or less. Click “Save” when finished.

Agreement Section 3a and 3b

Before there was the option to upload your own legal terms and conditions, agreement section 3a and 3b were added so users could manually enter their terms and conditions in a 2 column format. Section 3a would be on the left side of the page, and section 3b on the right. The system does not automatically stop the user from entering verbiage in either section, so there is some trial and error to make sure you have not entered too much or too little in either section. Unless you plan to change your verbiage often, using an uploaded, pre-prepared version of your legal terms and conditions is recommended.

Online Agreement

When sending a request for a signature via email, the customer will see your Online Agreement terms and conditions. Typically users will enter both their agreement section 1, and their agreement section 2 or 0 verbiage in the online agreement section. At this time there is no upload option, so the verbiage from agreement section 0 would have to be copied and pasted or entered manually. The online agreement terms and conditions are also presented to eRental customers when submitting their eRental reservation request.

Service Ticket Terms

Towards the bottom of the “Select your text position” dropdown menu you will see an option for service ticket terms. These will print on customer facing service tickets for repairs on customer owned equipment, or rental asset repairs billed to the customer.



Document Date: 2/12/2021
integraRental Version: 6.7