



# Westcoast Loan Stock

## Microsoft Surface Terms and Conditions

1. These terms are between Westcoast Limited of Arrowhead Park, Arrowhead Road, Theale, RG7 4AH ("Westcoast") and the entity named on the Request Form placing a request for trialling Loan Stock ("Recipient").
2. Requests for trialling Loan Stock (4 or less units) must be received at least 7 business days prior to when required. Event requests of 5 or more units require 3 weeks' notice.
3. When placing a request, the Start Date should be the day you need to receive the Loan Stock, **NOT** the date of the event. Westcoast's courier could arrive at any time during the day, so there must be someone available to accept delivery.
4. The End Date must be no more than 14 days from the Start Date. Loan Stock must be returned to Westcoast by 2pm on the End Date. The equipment must be repacked in the original boxes on return.
5. Please ensure that the Start and End dates for trial requests are on a week day and are not a public holiday.
6. Emergency requests or requests to hold the Loan Stock for more than 14 days' requires prior approval of the Microsoft Surface Business Manager before submitting a Request Form.
7. All required fields on the Request Form must be completed prior to submission. Once submitted, an email will be sent with the status of your request. If you have questions or need to make changes, email: [surface@westcoast.co.uk](mailto:surface@westcoast.co.uk)
8. Once a Request Form has been accepted by Westcoast, Westcoast will arrange a courier to deliver the Loan Stock to the address specified by the Recipient for the Start Date. The Recipient is responsible for the cost of and arranging a courier to ensure the Loan Stock is returned to Westcoast by the End Date. Alternatively, the Recipient may arrange to collect and/or return the Loan Stock from Westcoast.
9. Continued late returned Loan Stock will result in suspension of all Loan Stock privileges.
10. Loan stock is supplied on the basis of availability and is at the sole discretion of Westcoast.
11. The requested equipment is NOT to be used as an email station/cyber cafe or anything similar to this configuration. These requests will be declined outright.
12. Westcoast will raise an invoice on the Recipient's account to the value of the Loan Stock requested – once the Loan Stock has been returned to us we will cancel the invoice.
13. The Recipient will be charged for overdue, lost, stolen or damaged equipment and any missing components.
14. Westcoast has, at all times, the right immediately to cancel or to suspend any Request (whether accepted or not) for any reason and without any liability to the Recipient.
15. The risk in the Loan Stock shall pass to the Recipient on delivery to the Recipient. Notwithstanding delivery, at no time shall title in the Loan Stock pass to the Recipient.
16. Westcoast is providing the Loan Stock for the Recipient's benefit only. To the extent permissible by law, any and all liability of Westcoast to the Recipient and any third party is excluded.
17. Westcoast gives no undertaking that the Loan Stock is fit for purpose. The Recipient undertakes with Westcoast that it will ensure compliance so far as is reasonably practicable with any instructions given by Westcoast or the manufacturer for the purpose of ensuring the Loan Stock will be safe and without risk to health when properly used.