

## 1 Borrower Information

**Borrower name:**

**Borrower institution:**

**Phone number:**

**Email:**

## 2 Disclaimer

All software licensing rules must be followed: no duplication, one-use-per computer unless otherwise noted. All software once returned must be removed from any personal hardware. The borrower agrees to uninstall upon return of the original software.

Any online or paper registering of the software must be under IDI's name and under IDI's general email **idi@ocadu.ca**.

## 3 Borrower Signature

### **Borrower**

By signing below I understand that I am responsible for damage or loss of the loaned equipment while it is in my care, custody and control.

**Signature of Borrower:**

**Date signed:** (YYYY/MM/DD)

## 4 Pick-up and Delivery Options

Please **select and complete one** of the following sections:

### Pick-up equipment on start date

Items must be picked up from our location at **205 Richmond St. W, Toronto, Canada.**

Email [idi@ocadu.ca](mailto:idi@ocadu.ca) to arrange a pick-up time for items.

OR

### Ship equipment

Equipment will be shipped either by mail or courier. Shipping will be at the borrower's risk & expense.

**Mailing address:**

**City:**

**Province:**

**Postal code:**

Please **select your preferred shipping method** from the following:

#### Ship equipment by courier (recommended)

Account will be billed for the cost of shipping and ensuring the equipment.

**Courier account number:**

Fedex      ups      Purolator      other:

#### Ship equipment by regular mail

**Credit card number:** (for shipping costs)

**Date signed:** (MM/YY)

**Security code:**

**Cardholder's name:**

**Cardholder's phone number:**

**Cardholder's signature:**

I authorize the IDI to charge this credit card for the cost of shipping & insuring this loan.