



# TRIOUS MEDICAL SALES & SERVICES LTD

#1 Suppliers of Oxygen-Refills, Respiratory Supplies, Oxygen Cylinders Sales & Rentals, Concentrators, Nebulizers, Diabetic/Hypertension, Emergency Medical Products, and Medical Equipment & Supplies.

VALPARK SHOPPING PLAZA #1 MOREQUITO AVENUE VALSAYN PARK, VALSAYN

PHONE: 868-697-0367, 800-TRIOUS (8748) FAX: 868-697-1284 EMAIL: info@triusmedicalsales.com

## WHEEL CHAIR RENTAL RATES

Item	Size	Weight Cap.	Deposit	Daily	Weekly	Monthly
<b>Silver Sport 2 Wheelchair Swing-away Footrests</b>	16", 18", or 20"	250-350 lb	\$300.00	\$51.75	\$143.75	\$345.00
<b>Silver Sport 2 Wheelchair Swing-away Elevating footrest</b>	16", 18", or 20"	250-350 lb	\$350.00	\$51.75	\$143.75	\$402.50

## RENTAL CONTRACT PROCEDURE/POLICIES

*\*\*It is our responsibility to require the customer to provide information specifying the dosage and frequency of oxygen the physician has recommended for the patient to ensure item being rented is appropriate in supplying the relief anticipated.*

### The customer's contract file consists of the following:

- An Opening/Closing Cover Sheet (internal document)
- Rental deposit invoice (1 for customer. 1 for Invoice file. 1 for rental contract file)
- Accessories and all other items must be done on a bill separate from that of the rental deposit.
- Signed rental contract with the address where the rented item will be located (1 for customer. 1 for rental contract file)
- Copy of customer's ID (1 for rental contract file)
- Copy of utility bill showing proof of address for the person responsible for the account (1 for rental contract file)
- A Delivery Note in instances where the date paid for item and the date of receipt by the customer of rental item differs. (1 for customer. 1 for Rental file)
- K size refills must be ordered at least 48hrs in advance. Trius Medical staff is not responsible for loading/offloading customer's K-cylinders. A Transport/Service charge will be applied for delivery of refills.
- Open rental contracts are to be filed alphabetically in a binder via category and in date order with the most recent to the top.
- A rental contract spread sheet is to be maintained by a person so designated to manage rental contracts and reported on monthly.

**Rental deposits are to be paid via CASH, CERTIFIED CHEQUE or LINX**

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Rented items engage an Option to Purchase after a rental period of no less than 5 months has been paid. Upon agreement to purchase, 50% of paid rentals will be deducted from the original purchase price.

Customers should be called when public holidays are approaching or when we will be closed for extended/unexpected periods to ensure that sufficient gas is ordered to supply demand.

## **Upon closure:**

- All rentals due must be paid to effect closure of contract. A contract is considered Open until it is paid off in full and up to date.
- Except for items to be collected by Trius Medical (beds) – contracts are to be closed on the day of return of the item to Trius Medical by the customer.
- Items to be collected by Trius Medical are to be recorded as closed contracts on the date notice for collection is given, that is, the first date customers permit Trius Medical to collect items.
- If purchasing the item Discount cards are not applicable (since a special discount of 50% off rentals paid is already offered).
- All items must be checked and signed off by Trius technicians or persons so trained to do so and the condition of said items recorded.
- Return receipts for deposit refunds are to be put "On Hold" for verification by Accounts. Refund of deposits will be posted On Account because the refund is applied on the PRO system at Head Office and issued from a separate bank account
- Return receipts for rental refunds are to be put "On Hold" and once verified can be processed as a Daily Sales transaction
- Closed contracts are forwarded to Accounts for notification, verification and preparation of refunds
- The Account Holder is the only person who can authorise that deposit reimbursements can be refunded to another individual.
- All information for collection of items is to be forwarded to Head Office for scheduling of collection.
- Customer signs Rental closure and Cheque payment voucher when collecting deposit refund cheque (48hrs/2 working days upon return of items)
- Rental contracts are to be filed away in a designated folder

*Exceptions to these procedures must be consulted on with Administration and approved by Accounts/Management.*

*Deposit refunds cannot be used to pay outstanding rentals nor can deposit refund cheques be used to reimburse rentals paid.*