

The following process applies for off-hiring and returning Equipment at the end of the Hire Period.

Unless otherwise stated, capitalized words in this document have the meanings given in the SITECH Hire Equipment Terms & Conditions.

1. Minimum Hire Period

The Minimum Hire Period for all Hire Agreements is currently 1 week. If You return the Equipment to Us before the end of the Minimum Hire Period, You are required to pay all Hire Charges for the full week.

2. Notification of Off Hire Date

When You are ready to end the Hire Period and off-hire the Equipment, You must email hire@sitechsolutions.com.au advising:

- the intended Off Hire Date, noting off hire dates cannot be applied retrospectively; and
- confirmation of Your proposed Equipment return option – see **section 3 below**.

IMPORTANT:

- Verbal notice of Your proposed Off Hire Date is insufficient by itself and **MUST** be followed by an email notification in accordance with this process.
- Equipment must be received by Us within 3 working days of the notified Off Hire Date. Any Equipment not received within this period, will continue to attract Hire Charges until it is returned.

3. Your Equipment return options

The following return options are available to You when returning the Equipment to Us:

a) **Drop-off at one of Our offices**

You can personally return the Equipment to one of Our offices - opening hours Mon-Fri (8am to 4pm).

SITECH Solutions - Sydney
2 Voyager Circuit,
Glendenning NSW 2761

SITECH Solutions - ACT
4/19-25 Kembla Street
Fyshwick ACT 2609

SITECH Solutions - Coffs Harbour
4 Wingara Drive
Coffs Harbour NSW 2450

SITECH Solutions - Tamworth

3/56 Dowe Street
Tamworth NSW 2340

b) Return via Your freight provider

You can return the Equipment via Your freight (at your cost) to:

Attn: Hire Department
SITECH Solutions
2 Voyager Circuit
Glendenning NSW 2761

c) Collection on-site by Our staff

If requested, We can organise one of Our staff to collect the Equipment from Your site at Your cost. In this case, Our standard charge rates will apply for the collection (travel time, kilometers travelled and labour if equipment de-installation is required).

4. Collection Notice

On receipt of Your Off Hire notice email in accordance with section 2 above, We will email You a 'Collection Notice' containing the following information:

- the Hire Agreement number; and
- a complete Equipment listing from your Hire Agreement, including relevant serial numbers.

Once You receive the Collection Notice, You must:

- sign the notice and email a copy back to hire@sitechsolutions.com.au
- include a copy of the Collection Notice with the Equipment you return to Us.

5. Other important conditions

5.1 Risk of damage or loss in transit

In accordance with the terms of the Hire Agreement, You remain responsible for:

- the security of the Equipment, and all loss or damage to the Equipment, where You have returned the Equipment to Us in person or via Your freight provider;
- the full cost of repair or replacement of any items of Equipment that are damaged during their hire to You; and
- the full replacement value of any missing, lost or non-returned Equipment.

5.2 Stand-down during holiday periods

If You wish to stand down the Equipment during public holidays and holiday periods like Christmas and Easter, You must advise Us (via email to hire@sitechsolutions.com.au) no less than 5 business days before the relevant stand down period. We will confirm the requested stand down via return email to You and no hire charges will apply during the defined stand down period.

NOTE – if agreed by Us, a maximum of 2 weeks will apply to a stand down over the Christmas holidays.

5.3 Back-up of files and data before You return the Equipment to Us

We understand the importance of Your data and privacy and as part of our standard practice, We will delete all data and files from Equipment returned to Us at the end of a hire without copying or backing up that information.

You must ensure all data and files stored on the Equipment is backed up before its return to Us, including any internal storage and removable media like SD cards or USB drives.

You acknowledge and agree that You:

- are responsible to copy or back up all Your files and data stored on Equipment before its return to Us; and
- release and hold us harmless from all claims You or a third party has in relation to loss of files or data on Equipment once it has been returned to Us.