



MTC Rentals Ltd.  
Box 1177, Bay 107 - 10320 111 st  
Grande Prairie, Alberta, T8V 4B6  
Rentals@MTCRentals.ca

# MTC Rental Request Form

Please fill in the form below to reserve a unit. A pre-authorization of \$2,500 is required on Credit Card to secure a unit. All rentals are guaranteed once pre-payment has been made. Rentals are subject to availability.

Rental Information:	
Pick Up Date:	
Estimated Return Date:	
Location:	<input type="checkbox"/> Grande Prairie, AB <input type="checkbox"/> Calgary, AB <input type="checkbox"/> Kelowna, BC
Delivery Location: (if applicable) \$2.50/KM per direction	
MTC Information:	
Base Rate:	<input type="checkbox"/> Daily (\$200/Day + 100km/Day Free + \$0.50/KM) <input type="checkbox"/> Monthly (\$3,500/Mo + 3,000km/Mo Free + \$0.35/KM)
Optional Insurance: (Daily Rentals Only)  If Auto Insurance is declined, a Proof of Insurance form will Emailed and must show valid auto insurance on the vehicle prior to pick-up. Damage Waiver covers all minor damages up to \$1,000.00	<input type="checkbox"/> Auto Insurance (\$45/Day) <input type="checkbox"/> Damage Waiver (\$20/Day)

Notes or Specific Requests:	
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Company Information:	
Company Name:	
Address:	
City:	
Province:	
Postal Code:	
Country:	
Phone Number:	
Contact Person:	
Contact Name:	
Contact Phone Number:	
Contact Email:	
Additional Information:	
How did you hear about us?	
Why type of project is this for?	
Have you rented an MTC before? (anywhere else)	<input type="checkbox"/> Yes <input type="checkbox"/> No



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**CREDIT CARD AUTHORIZATION FORM**

Credit Card Billing Information:		
Company / Name On Card:		
Person Authorizing:		
Credit Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	
Credit Card Number:		
Enter CVC number:	3 digits:	
Expiration Date:		
Billing Address:		
<input type="checkbox"/> Same as above		
Billing Address:		
City:		
Province:		
Postal Code:		
Country:		
Payment Authorization:		
Single Payment	Please Pre Authorize my credit card for the following amount: (All billing will be charged to this Credit Card upon submission of invoices)	\$2,500.00
<p>Applicant agrees that all information provided is accurate and complete. Applicant also acknowledges that all orders may be immediately terminated at MTC Rentals's discretion if any charges are declined or charge backs are claimed against any outstanding invoiced amount. Disputes to amounts invoiced should immediately be reported to Dion@MTCRentals1.ca</p> <p>Changes in the status of this card can also be reported to Dion@MTCRentals1.ca</p>		

The undersigned is the duly authorized representative of the listed credit card holder above.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please forward the completed form to Rentals@MTCRentals.ca**

**We guarantee all rentals after the pre authorization has been processed**



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# Important Information

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## Rental Process:

1. Once you have filled in this form please email a copy to **Rentals@MTCRentals.ca**.
2. We will contact you via Email or Phone with confirmation of a unit being available.
3. We will send you a Rental Agreement and Insurance Requirements (if applicable).
4. Once we receive the signed Rental Agreement and Insurance Requirements (if applicable) we will send you location and pickup instructions for your rental.

Time to process rentals may take up to 24 hrs. In some cases we can do same day rentals.

## Surcharges:

There is a standard \$129 cleaning fee after the return of any rental.

Any missing fuel will be added to the final bill at the cost of the receipt at the pump, receipt # will be added.

In addition there is a \$29 service fee for rentals returned with fuel below full.

Minor rock chips and cracks to a windshield will **not** be charged for a windshield replacement if the damage incurred is less than the size of a toonie (3cm). Anything greater than 3cm may be subject to a full windshield replacement charge.

## Billing:

Invoices are created at the end of every month with your rental charges.

Your Credit Card will be charged **seven (7) business days** following the end of the month for the amount owing.

If you wish to change your payment method please contact us at (780) 652-1204 or email [Rentals@MTCRentals.ca](mailto:Rentals@MTCRentals.ca) for alternative payment options such as Vendor Direct Deposit, Cheque or E-Transfer.

## Deliveries:

We offer delivery to any site or location for a cost of \$2.50/KM from either of our locations. This is a one way charge. Pick up from any location is available at the same cost.

Example: Grande Prairie to Dawson Creek is 131 KMs which would cost \$327.50 for delivery.

## Finishing Your Rental:

Once you are finished with the rental please contact us and we will provide drop off instructions.

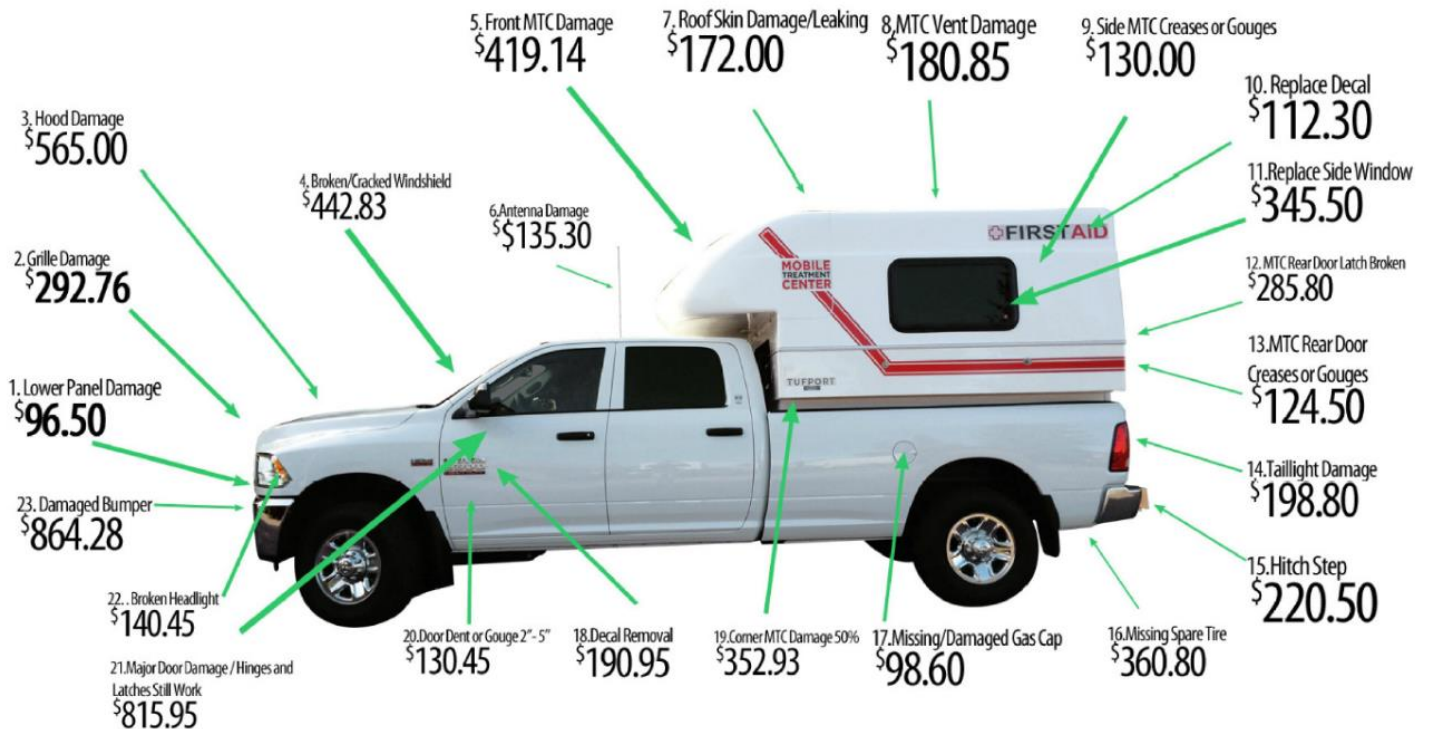
Locations for pick up and drop off may vary.

# How you will be paying for damage

You are responsible for ANY damage that occurs during a rental.

Purchase our **Damage Waiver Protection** to be FREE of responsibility for damage.

See below for typical damage costs.



If you have any questions please do not hesitate to contact us at: [Rentals@MTCRentals.ca](mailto:Rentals@MTCRentals.ca)