

**HEALTH INFORMATION & RESOURCES SERVICE, HIGHLAND NHS BOARD**  
**Assynt House, Beechwood Park, Inverness, IV2 3BW**  
**Tel. 01463 704647 Fax 01463 704647 www.nhshighland.scot.nhs.uk/hirs**  
**CLIENT REGISTRATION FORM**

**Please complete in BLOCK CAPITALS**

<b>MR/MISS/MS/MRS/DR</b>	<b>WORK ADDRESS</b>
<b>NAME</b>	
<b>JOB TITLE</b>	
<b>EMAIL ADDRESS</b>	
<b>CONTACT TEL. NO</b>	
<b>Registration Number</b>	

**For students only**

<b>NAME</b>	<b>TUTOR'S NAME &amp; COLLEGE ADDRESS</b>
<b>HOME ADDRESS</b>	
<b>CONTACT TEL. NO.</b>	
<b>CLIENT REGISTRATION NUMBER</b>	<b>COURSE COMPLETION DATE</b>

**TERMS & CONDITIONS OF HIRE**

A Personal Registration Number is allocated to each client on joining the Service. Please use this number on all future resource booking forms.

All orders should be placed in writing and a minimum of 1 week from receipt of order is required to process and confirm bookings. If items are not available for the dates requested, you will be contacted to arrange alternatives.

Resources can either be collected in person or delivered to your nearest Health Centre, Clinic or hospital for collection and should be returned to us using the same system. Please remember to allow for the internal van delivery dates if order is to be sent using this system

Resource should be returned by the specified date as they may be booked to other clients

**N.B. NHS EQUIPMENT IS NOT INSURED.** Please take precautions to ensure its safety at all times. If public liability insurance is needed, this is the borrowers' responsibility. The person named on the booking form is responsible for the materials/equipment borrowed. Damage to or loss of resources may incur charges and the borrower will be invoiced accordingly.

The Department reserves the right to change conditions but borrowers will be notified of any such changes.

**DECLARATION**

I have read the conditions of hire above and agree to abide by them when borrowing resources from the Highland Health Board, Health Promotion Department.

Signature..... Date.....

15/09/2008

**HEALTH INFORMATION & RESOURCES SERVICE. HIGHLAND NHS BOARD**  
Assynt House, Beechwood, Inverness IV2 3BW  
Tel. 01463 704647 Fax 01463 704647 www.healthyhighlanders.org.uk

NAME..... CLIENT REGISTRATION NUMBER.....

The Health Information & Resources Service is located at Assynt House, Beechwood, Inverness and can be contacted on 01463 704647. The Service is available Monday to Friday 9.30 – 4.30pm.

**TERMS & CONDITIONS OF HIRE**

1. All orders should be placed in writing clearly showing the dates resources are required. If items are not available on those dates, you will be contacted to arrange alternatives.
2. Resources can either be collected in person or delivered to you nearest Health Centre, Clinic or Hospital for collection and should be returned using the same system. Please remember to allow for the internal van delivery dates if order is to be sent using this system
3. Resources should be returned to us by the end of the hire period as they may be booked by other clients. Bookings are often made for resources to be used at a pre-arranged event. To prevent any inconvenience we would be grateful for their timely return.
4. If you need to extend the hire of a resource please call us on the number above before the end of the hire period and we will be able to let you know if it is available.
5. So far as possible all items are dispatched in good working order and complete. If items are damaged or have parts missing, please let us know as soon as possible. When dismantling equipment and returning resources please ensure that all parts are returned.
6. The person named on the booking form is responsible for the materials/equipment borrowed. N.B. NHS equipment is not insured. Please take precautions to ensure its safety at all times. If public liability insurance is needed, this is the borrowers' responsibility.
7. If a resource is overdue after 2 days, you will receive a reminder. If it is still overdue after 5 days a further final reminder will be sent. If a resource is not returned at this time you will be sent an invoice by our finance department for the full replacement cost.

If you would like to visit the Service at any time please note that, due to a lack of space, we operate an appointment system. We feel this is the best way to ensure that client' access to resources is not restricted.

If you have any queries, please do not hesitate to call us on the above number

Thank-you for your co-operation and we look forward to hearing from you.

15/09/2008