



Foley Rents COD Policy

The following procedure has been established so that COD rental agreements are maintained in a timely manner to ensure prompt and accurate invoices, refunds, and damage collections.

COD Rental Requirements

- Credit Card Authorization Form
- Copy of the credit card owner's driver's license
- A full jobsite address
- Payment in full must be secured and processed for approval prior to releasing the rental.

Upfront Charge will be calculated as follows:

- Rental amount for the specified length of rental
- REP charge of 17% if applicable
- Transportation, environmental fee, and tax if applicable
- Security Deposit
 - Equal to the 2-week rental rate charge of the equipment on the rental agreement.

Refunding Deposit and Remaining Balance

Once the equipment has been returned and a final invoice has been created, a refund may be due to the customer. Before that refund can be completed, the credit department will ensure there is no uncollected balance on the customer's account, and the Rental Service Department will ensure there are no damages on the rental equipment. Once both approvals have been attained, the refund will be processed.

Credit Card Authorization Form

I, _____, by executing this agreement, unconditionally authorize Foley Inc and its' divisions to charge the following credit card:

Billing Information	
Name, Company, Group or Organization:	
Address:	
City, State, ZIP Code:	
Phone Number:	Email Address (for receipts):

Credit Card Information	
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> AMEX	
<input type="checkbox"/> Other, please specify:	
Cardholder Name (as shown on card):	
Card Number:	
Expiration Date (mm/yyyy):	Security Code (CVV):
Cardholder ZIP Code:	
Charge Amount: \$	

Pricing Notice: A 3% surcharge will be added to all credit card transactions, which is not greater than our cost of acceptance. This charge does not apply when paying by cash, check, debit card or Cat® Card.

I certify the information contained herein is true and correct, and that I am authorized to charge this purchase to the above credit card number.

Signature

Date



Please submit this form via email, fax, or mail to:
Foley, Inc (Attn: Credit Department)
855 Centennial Avenue, Piscataway, NJ 08855
Fax: 732-885-1242
Email: credit@foleyinc.com