

**Subject matter:**

The subject matter of the offer by ZÁPŮJČKA.CZ, s.r.o. are equipment loans and providing associated services.

**Course of an order - deadlines:****1) Demand**

A business case starts at the moment of receipt of client's order, preferably in electronic form from the internet interface [www.zapujcka.cz](http://www.zapujcka.cz) or via e-mail on the address [info@zapujcka.cz](mailto:info@zapujcka.cz). Other options include orders over the telephone, by fax or personal encounter.

**2) Offer**

Based on the client's requests we produce an immediate offer or we address the client on the contact numbers provided to amend the data necessary to create the offer and the offer is subsequently sent off.

**3) Order**

Based on the provided offer and in the event of interest the client makes a binding order of the proposed services. If he finds the offer unsatisfactory he may further discuss it directly with the responsible representative who has compiled the offer or he shall reject it. The offer is automatically regarded as rejected as of the day of the loan unless the client has confirmed it by that time. After an order has been confirmed, it is regarded as binding order therefrom.

**4) Order confirmation**

Based on the binding order the client receives its acknowledgment, provided there has not occurred such delay between the offer and its binding order, which might cause that the equipment required would not be anymore available for the given date. Based on the binding order the client is issued a pro-forma invoice in the amount of 50% of the total price of loan. After the settlement of the pro-forma invoice the equipment ordered for given date is reserved. In regular and registered clients payment is feasible without the pro-forma invoice in cash upon taking delivery or against an invoice with 14-day maturity from the final date of the loan.

**5) Delivery and takeover**

Based on the services ordered such services shall be delivered at an agreed date and location. The amount and condition of individual articles of the equipment on loan are confirmed in writing upon delivery and return delivery in form of a completion certificate.

**6) Invoicing**

Based on the completion certificate the equipment loan is subsequently invoiced. In case of loss, damage or excess soiling the client shall also be billed for the costs related with compensation of any such damage.

**Prices:**

Prices for individual items are listed in the current offer of this internet presentation.

The quoted prices are exclusive of 20% VAT for an event. Duration of an event is calculated up to 5-days of lease. Rental fees for the lease of parts of equipment (particularly audiovisual technique) are charged by the day. The accounting cycle is always provided in detail for each individual piece of equipment.

**Complementary services fees:**

Fees are in CZK exclusive of 20% VAT.

Transportation within Prague (drive in and away) *	2x 750,-
Transportation outside Prague (drive in and away) *	15,-/ km
Labour - distribution, installation, disassembly, cleaning etc.	250,-/ person* hour
Nighth-shift surcharge (21.00-6.00)	50% of the total price of loan
Express surcharge for delivery within 48 hours	50% of the total price of loan
Express surcharge for delivery within 24 hours	100% of the total price of loan

\* Up to the volume of one delivery of 3,5t/ 15m<sup>3</sup> (e.g. 100 pcs of chairs ZI-02)

**Cancellation:**

Cancellation charges are:

Upon withdrawal from binding order within 48 hours prior the date of the loan .. 50% of the total price of loan.

Upon withdrawal from binding order less then 48 hours prior the date of the loan .. 100% of the total price.

**Contractual penalty:**

In the event of default in returning the loan the client undertakes to pay a contractual penalty in the amount of 100% of the price of the loan for every commenced accounting default cycle.

In the event of default in payment we charge the interest on delay 0,5% of the arrears per day.

In the event of default in payment of the price for more than 30 days from the due date of the invoice the client undertakes to pay a contractual penalty in the amount of 100% of the price of the loan for every commenced week of delay, starting with the first week following after the thirtieth day from the due date of the invoice. Invoices are issued on the day of returning the loan with 14-day maturity and sent by registered mail to the client's address set forth in the heading of the take-over certificate. This clause does not affect the enforcement of the payment for delay.

Contractual penalty for making and sending reminder of the invoice after the due date is 1000 CZK exclusive of VAT.

**Guarantee:**

Inspection of the equipment upon takeover against the completion certificate.

**Insurance/liability:**

The company has a liability insurance.

For the term of the loan the client assumes full responsibility for the subject of the loan. The subject of the loan is not insured.

In case of damage or larceny of the subject of the loan the client undertakes to pay the supplier the incurred damages in the amount of 100% of the price of the subject of the loan.

In Prague, 1.4.2011, ZAPUJCKA.CZ, s.r.o.

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