

SUPPLIER TRIAL REQUEST FORM for Ministry Of Health Funded Equipment Date: _____
 Assessor To Complete In Full and Fax to Selected Supplier Before The Trial Can Be Processed

SUPPLIER: _____ **FAX :** _____

Tick here if pre-approval for trial has been **confirmed in writing** by *accessible* or **Enable New Zealand** and attach proof of this.

If this trial is successful, it will be funded by: *accessible* **Enable New Zealand** **Other:** _____

Assessor name:		Organisation/Company:
Phone:	Fax:	Assessors Email:
Postal address:		
Delivery address:		
Client's name:	Client's Phone:	Date required for trial
Client's address:		

EQUIPMENT ITEM/S REQUIRED FOR TRIAL: Tick here if quote is also required

CONDITIONS OF TRIAL

- As per **Ministry of Health** funding guidelines, items can only be requested for trial from the supplier if the funding provider has first checked the store for reissue equipment and the assessor has been given written approval to trial from the supplier (proof of this will be needed to be faxed to the supplier).
- The supplier will advise the assessor of the delivery date of the equipment so they can plan the trial with the client. If a supplier is unable to despatch an item within 3 business days of the trial request, the supplier will advise the assessor of the delay within 24 hours of receiving the trial request.
- All trial items are available for a time frame of 5 working days from time of delivery, during which they are the full responsibility of the assessor to whom they are issued.
- Suppliers have the option to offer a controlled trial, with a company representative present for a shorter timeframe, when the equipment is of a high value, or in high demand, or has complex use issues.
- Trials are all deemed to be "dry" trials i.e. bathroom products are not to be used during the trial.
- If, for any reason, the trial needs to be extended, the assessor should notify the supplier as soon as this is realised. Approval may or may not be granted by the supplier for this trial to be extended. This will be at the supplier's discretion subject to availability and waiting list.
- Freight to the assessor (or destination requested by the assessor) will be paid for by the supplier.
- The items supplied for trial are to be returned to the supplier in as clean as possible condition (i.e. in a similar state to that in which it was delivered), including all parts and manuals. Items not returned from trial will be invoiced to the assessor.
- It is the responsibility of the assessor to package the trial item back up in the original packaging and organise return freight, at their cost (or at the cost to their employer).
- If the trial is successful the assessor should fax the paperwork to the funding provider within 3 working days item (to ensure that all aspects of the application, funding and payment are completed in a timely manner).