

Equipment Rental Authorization/Order Form

Patient Name: _____ Date Request Submitted: _____
DD/MM/YYYY
 BRN: _____ Caseload: _____

Date Equipment Required: _____

Delivery Priority
Regular (Default unless other required)
Same Day
Weekend Delivery
Individually Scheduled Date/Time:
Immediate

Patient Pick-up
Delivery to Treatment Address

Address: _____
 City: _____
 Phone: _____
 Contact: _____

Therapist Name and Agency: _____ Telephone & Ext: _____
Or
 Authorizing Care Coordinator: _____ Signature: _____

Additional Information to be entered on PO: _____
 Height: _____ Walkers – Handle Height : _____
 Weight: _____

Item Code	Equipment Description (see Vendor catalogue for codes & description)	Delivery Instructions/Comments (PSA to enter on PO.)

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DELIVERY PRIORITY	ORDER TIMEFRAME	DELIVERY TIMEFRAME	RATIONALE OPTIONS
REGULAR	Monday – Sunday, 8am – 4pm	Delivered next business day by 9pm if order received by vendor before 4pm, Monday to Friday.	None required.
SAME DAY	Monday – Friday, 8am – 4pm	Delivered same day as Vendor receives order, by 9pm that day, Monday to Friday. Do not use if delivery needed on weekend.	<ul style="list-style-type: none"> • Toileting • Airway Maintenance • Feeding
TIMED/ SCHEDULED	Monday – Sunday, 8am – 4pm	Delivered at specified time and date on next business day. Do not use if need delivery on weekend. Time of delivery request to be 11:00am or later to allow for travel time.	<ul style="list-style-type: none"> • Toileting • Airway Maintenance • Feeding • Avoid Hospital Admission • Avoid Delay of Hospital Discharge • Adverse Reaction to Treatment (supply) • Facilitate Urgent Equipment Assessment by Professional Therapist • Required for treatment delivery • Potential Patient Risk – Ambulation • Potential Patient Risk – No home supports
WEEKEND/ STAT HOLIDAY	Saturday, Sunday, STAT Holiday 8am – 4pm	Delivered same day as vendor receives order, by 9pm if the delivery falls on a statutory holiday or a Saturday or Sunday.	<ul style="list-style-type: none"> • Toileting • Airway Maintenance • Feeding
IMMEDIATE	Monday – Sunday 8am – 4pm	Delivered within 4 hours from the Vendor receiving the order.	<ul style="list-style-type: none"> • Toileting • Airway Maintenance • Feeding

MAXIM MEDICAL	MOTION SPECIALTIES CHATHAM-KENT	MOTION SPECIALTIES SARNIA-LAMBTON
Mon – Fri 9am – 6pm Saturday 9am – 3pm	Mon – Fri 8:30am – 5pm Saturday 10:00am – 3pm	Mon – Fri 8:30am – 5pm Closed Saturday
250 Tecumseh Road E	463 St. Clair St.	49 Finch Dr., Unit 7
Windsor, ON N8X 2R3	Chatham, ON N7L 3K6	Sarnia, ON N7S 5C6
Phone: (519) 977-7200	Phone: 1-888-914-0484 / 519-358-7096	Phone: 1-888-419-6588 / 519-336-7781
Fax: (519) 977-7281	Fax: 519-358-7174	Fax: 519-336-8538