

**Billing Address:**

PO Box 339  
Thiensville, WI 53092

**Shipping & Receiving Address:**

13129 Green Bay Rd  
Mequon, WI 53097

## Rental Requirements Form

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### Introduction

Welcome to K.D. Jones Instrument Corp., also doing business as Geophysical Equipment Rental, LLC. At K.D. Jones Instrument Corp, our small, dedicated team is committed to providing affordable, high-quality instrumentation and superior customer service—before, during, and after your rental—ensuring you have the expertise and support you need every step of the way.

To ensure a smooth rental process, please review and complete the following requirements.

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### 1. Equipment Prices

For a detailed list of our equipment and pricing, please visit:

[Geophysical Equipment Rentals - K. D. Jones Instruments Corp](#)

Customers can also check prices and request equipment through our cost estimate calculator here: [Rent geophysical equipment. What's the cost? Use a cost estimator.](#)

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### 2. Certificate of Insurance Requirements

To rent equipment, we require a Certificate of Insurance (COI) that meets the following criteria:

- K.D. Jones Instrument Corp. / Geophysical Equipment Rental, LLC must be listed as an **additional insured** on your company's liability insurance.
- Proof of coverage for rented equipment must include new, full replacement value (Inland Marine Policy) and K.D. Jones Instrument Corp. / Geophysical Equipment Rental, LLC must be listed as **loss payee**.
- All dates must be current.
- Insurance documents must be sent directly from your insurance agent to [nate@kdjonesinstruments.com](mailto:nate@kdjonesinstruments.com).

The Certificate of Insurance (COI) is required to ensure the protection of both parties in the event of damage, loss, or unforeseen incidents. It provides financial security by confirming that the renter has adequate coverage for the full replacement value of the equipment, safeguarding both your business and ours throughout the rental period.

### Example of COI

COVERAGES		CERTIFICATE NUMBER: [REDACTED]		REVISION NUMBER:		
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR IN SD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	[REDACTED]	6/1/2021	6/1/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	GENL AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:					
B	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS Hired AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	[REDACTED]	[REDACTED]	6/1/2021	6/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0 CLAIMS-MADE					
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0 CLAIMS-MADE	[REDACTED]	[REDACTED]	6/1/2021	6/1/2022	EACH OCCURRENCE \$ 12,000,000 AGGREGATE \$ 12,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					
C	CA Workers Compensation Professional Liability Including Pollution Liability	Y/N N/A	[REDACTED]	6/1/2021	6/1/2022	X PER STATUTE OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	CA Workers Compensation Professional Liability Including Pollution Liability		[REDACTED]	6/1/2021 3/1/2021	6/1/2022 3/1/2022	Each Accident Prof. Each Claim Prof. Agg. 1,000,000 3,000,000 5,000,000
<p>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</p> <p>Inland Marine Policy Number [REDACTED]</p> <p>Leased/Rented Equipment \$25,000 per item / \$50,000 per occurrence. ***Coverage may need to be more than example depending on replacement cost of equipment.</p> <p>Deductible: \$1,000</p> <p>KD Jones Instruments Corp and Geophysical Equipment Rental LLC is an additional insured and loss payee as it pertains to the equipment leased/rented to the insured.</p>						
CERTIFICATE HOLDER			CANCELLATION			

### 3. Credit Card Authorization Requirements

To secure your rental, we require a completed credit card authorization form. This form will be:

- Held in case of non-payment. Customers can still pay by check or payment link at time of invoice.
- Acknowledgement that the customer read and agrees to all rental terms and conditions.

Please note:

- The credit card authorization must be completely filled out. Call or text 262-442-6745 with the required CCV number. Signatures for both the credit card authorization and

acknowledgement and agreement to our terms and conditions must be signed and dated.

- Credit card authorization form must be sent to [nate@kdjonesinstruments.com](mailto:nate@kdjonesinstruments.com).

**Example of Credit Card Authorization Form:**



**Billing Address:**  
PO Box 339  
Thiensville, WI 53092

**Shipping & Receiving Address:**  
13129 Green Bay Rd  
Mequon, WI 53097

<b>Credit Card Authorization Form:</b>	
<b>Credit Card Information</b>	
Enter credit card information as listed on card.	
Name as on card	
Company Name	
Billing Address	
City	State
Zip Code	Country
Card Type (Visa/Mastercard)	
Credit Card Number	
Expiration Date (Month/Year)	Call NATE @ (262)-442-6745 to provide CCV #. Do not put CCV # on this document.
Minimum Pre-authorized Amount: To be determined per Terms and Conditions	
Maximum Amount: To be determined per Terms and Conditions	
Cardholder Signature	Date
By providing this signed authorization form, the Cardholder authorizes K.D. Jones Instrument Corp. or Geophysical Equipment Rental, LLC to charge the credit card above for all current and future rental invoices and acknowledges and agrees to all terms and conditions found at: <a href="https://geophysicalequipmentrental.com/geophysical-equipment-rental-contact-page-terms-more-01/">https://geophysicalequipmentrental.com/geophysical-equipment-rental-contact-page-terms-more-01/</a>	
In the event of any dispute, the customer is responsible for the total invoice amount and any legal charges incurred therein. If not using a secured channel to send this document, please sign and fax/email this form and call our office (262-442-6327) with the credit card number. Customers should notify their credit card company regarding the transaction beforehand to avoid charges being declined. For any inquiries, please contact us at <a href="mailto:art@kdjonesinstruments.com">art@kdjonesinstruments.com</a> or call us at 262-442-6327.	
By signing this agreement, I acknowledge that I read and agree to all rental terms and conditions:	
Print Name	
Signature	Date

#### **4. Billing and Shipping Details:**

- After receiving the COI and credit card authorization form, an email will be sent requesting the following billing and shipping details.

##### **Billing:**

###### **Billing Contact and Address:**

<b>Company Name:</b>	
<b>Contact Name:</b>	
<b>Street Address:</b>	
<b>Suite:</b>	
<b>City, State Zip</b>	
<b>Phone Number:</b>	
<b>Contact Email:</b>	
<b>Email addresses to send invoices to:</b>	

##### **Shipping:**

###### **Notes:**

Please note that rent is portal to portal (minimum rental of 2 days). As a courtesy for rentals less than a month (30 days per terms,) K.D. Jones Instrument Corp. does not charge for Saturday or Sunday if the equipment is in transit with FedEx or UPS. For example, if K.D. Instrument Corp. shipped on a Friday for Monday delivery, the customer would be charged for Friday and Monday but not Saturday or Sunday. The same applies when shipping back to K.D. Jones Instrument Corp. Rental prices do not include shipping. We ship only FedEx or UPS. Customer pickup is possible Monday through Friday from 8:30am to 5:00pm.

Per our terms, if put on K.D. Jones Instrument Corp.'s FedEx or UPS account, we declare full replacement value and add a 15% surcharge. It adds approximately \$15-\$20 per \$1k of declared value to the original shipping bill with no declared value. This can add a significant amount of cost to the shipping charges. For this reason, 95% of rental customers opt to provide their company's shipping account number to K.D. Jones Instrument Corp to make a label or the customer makes a label and sends it to K.D. Jones Instrument Corp to reduce costs. If put on the customer's FedEx or UPS account, no declared value is required although most customers opt to put some declared value as FedEx or UPS is only liable for \$100 if no value is declared and the carrier may not look for a lost package. Many customers will opt to put their insurance deductible (usually \$1-\$5k) as a compromise between no value and full replacement.

K.D. Jones Instrument Corp. does not provide labels for return shipping as we cannot pack the equipment and take pictures of it ourselves, which is absolutely essential if K.D. Jones Instrument Corp. needs to make a claim with FedEx or UPS. Shipping back to K.D. Jones Instrument Corp. is the sole responsibility of the renter.

All equipment ships from:      Green Bay Rd., Mequon, WI 53097

**Shipping Contact and Address (if different):**

<b>Company Name:</b>	
<b>Contact Name:</b>	
<b>Street Address:</b>	
<b>Suite:</b>	
<b>City:</b>	
<b>State:</b>	
<b>Zip Code:</b>	
<b>Phone Number:</b>	
<b>Contact Email:</b>	
<b>Email addresses to send tracking to:</b>	

**Other relevant shipping information:**

<b>Requested Delivery Date:</b>	
<b>FedEx or UPS number:</b>	
<b>Associated Account Zip Code:</b>	
<b>Preferred method of shipping:</b>	FedEx First Overnight / UPS Next Day Air Early? FedEx Priority Overnight / UPS Next Day Air? FedEx Standard Overnight / UPS Next Day Air Saver?  FedEx 2Day AM / UPS 2nd Day AM? FedEx 2Day / UPS 2nd Day?  Ground?
<b>Do you want to declare a value? If so, how much per shipping box?</b>	
<b>PO and/or reference #:</b>	
<b>Approximate Return date:</b>	
<b>Additional Notes:</b>	

- Shipments require adult signature.
- Delivery methods and times may be dependent on the shipping location.
- Ground shipping is often “by the end of the day” and may arrive after business close.
- Any additional rental days incurred because of delays by FedEx or UPS are the sole responsibility of the renter and are non-negotiable.

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## 5. Rental Terms and Conditions Agreement

Please see our Rental Terms and Conditions Agreement:

Equipment rentals are based on a "first come, first served" basis.

Because of high demand, backups are not guaranteed to be available.

## K.D. Jones Instrument Corp/Geophysical Equipment Rental LLC

### Equipment Rental Terms:

- Renter agrees
  1. there are no verbal agreements or representations.
  2. that in addition to all taxes, duties, and other fees charged by government entities, the Renter agrees to pay the most recent rental rates provided on the [Request Geophysical Equipment](#) page. All unpaid amounts will be charged interest at the rate of 1.5% per month.
  3. there are no warranties, express or implied, including without limitation, warranties of fitness for a particular purpose, condition, or quality with regard to the rental property.
  4. to use the rental property solely for its intended purpose and will not make any modifications to the rental property.
  5. to use the rental property in a careful and proper manner.
  6. to abide by all applicable warnings, directions, and instructions, and to comply with all applicable laws and regulations.
  7. to not loan, sublet, or rent the rental property to any other person or organization.
  8. to examine rental property and use it only if it is in acceptable condition.
  9. that at no time is the ownership of the rental property shared with the Renter.
- All customers must provide an updated certificate of insurance from their insurance agent, confirming rental coverage. This coverage, typically known as an Inland Marine Policy, must be active and include full replacement value. Additionally, Geophysical Equipment Rental LLC and K.D. Jones Instruments Corp. must be designated as both "Additional Insured" and "Loss Payee" on the policy.
- In its sole and absolute discretion, Geophysical Equipment Rental LLC and/or K. D. Jones Instrument Corp reserve the right to require and set the amount of a security deposit as a

condition of a rental. The amount is discretionary and may take into account one or more factors (e.g. available insurance, past payment history, size of business, ability to pay for charges beyond the rental fees, and/or other).

- Rental charges begin the day the rental property is shipped and end the day (inclusive) when the rental property is received at our office in good working condition. Renter agrees not to retain rental property past the predetermined date. In addition, the Renter agrees
  1. changes in the predetermined date are not acceptable unless approved by Geophysical Equipment Rental LLC and/or K. D. Jones Instrument Corp. in writing prior to the requested modification.
  2. that for the purpose of calculating rentals, one month is defined as 30 days.
  3. that preparation fees do not include any shipping charges or insurance.
  4. to pay for cleaning or repair of dirty or damaged rental property.
  5. to pay rental charges that extend beyond the predetermined date and to pay the cost of replacement if not returned on the predetermined date.
  6. that any security deposit will be applied towards rental charges and any other charges, only if the Renter performs all of the terms and conditions; otherwise and if the rental property is not returned by the predetermined date or Renter breaches the terms and conditions, any security deposit will be retained as additional consideration and the Renter will be required to pay additional rental charges and/or other charges, when applicable.
  7. that the cost of any damage, loss, or theft, may be charged to Renter's credit card.
  8. to authorize Geophysical Equipment Rental LLC and/or K. D. Jones Instrument Corp. to process Renter's credit card(s) on file for any charges under these terms and conditions. If a credit card was not required or determined to be invalid, Renter agrees to pay for charges with a check or cash.
  9. that all rentals are subject to a minimum rental period of two (2) days.
- Renter shall bear all risk of loss, destruction, or damage to rental property resulting from any cause whatsoever. Additional charges may apply upon returns.
- All Prices are F.O.B. Mequon, WI. Rental property must be returned to the physical address, 13129 Green Bay Rd., Mequon, WI 53097. No weekend or holiday deliveries. This avoids rental property being left outdoors, unsecured, and potentially stolen.
- As a courtesy, we do not charge rent if the rental property is shipped on a Friday and in-transit with FedEx or UPS over Saturday, Sunday, and/or an approved holiday (only valid for rentals less than a month). In its sole and absolute discretion, Geophysical Equipment Rental LLC and/or K. D. Jones Instrument Corp reserve the right not to extend this courtesy.

- All shipping charges are the responsibility of the Renter (visit [FedEx](#) or [UPS](#) to get fees). Shipping charges paid by Geophysical Equipment Rental LLC and/or K. D. Jones Instrument Corp. will be invoiced with a 15% surcharge. Without exception, all shipments paid by Geophysical Equipment Rental LLC and/or K. D. Jones Instrument Corp. will include the cost of insurance for full replacement. Shipping charges paid by Geophysical Equipment Rental LLC and/or K. D. Jones Instrument Corp. will not be refunded or challenged on behalf of the Renter. In other words, if a shipping company fails to perform as expected and Renter wishes to recover shipping costs, the Renter has the ability to challenge shipping costs only when shipping costs are paid directly by the Renter to the shipper (e.g. a Renter's shipping account or credit card). Based on our experience, the renter is being given notice that any rental property mailed or shipped in an envelope has a greater chance of being lost or damaged by the shipping company.
- If rental property is not returned by the predetermined date, Geophysical Equipment Rental LLC and/or K. D. Jones Instrument Corp may repossess rental property at any time thereafter at Renter's expense. Furthermore, Geophysical Equipment Rental LLC and/or K. D. Jones Instrument Corp may notify the police or other authorities if rental property is missing or stolen and Renter will not hold Geophysical Equipment Rental LLC, K. D. Jones Instrument Corp , or civil authorities responsible for their actions to repossess rental property. Geophysical Equipment Rental LLC and/or K. D. Jones Instrument Corp may take any reasonable steps deemed necessary to recover rental property (e.g., circulating theft notices, enter any location or facility to recover rental property, cause warrants of Renter, agents, partners, or employees, and/or other steps that are deemed necessary).
- Geophysical Equipment Rental LLC and/or K. D. Jones Instrument Corp shall not be liable for any special, incidental, or consequential damages, including but not limited to labor, loss of use, loss of damage to personal or real property, inconvenience, or loss of income. Geophysical Equipment Rental LLC's and/or K. D. Jones Instrument Corp.'s liability for any losses or damages shall be limited to the lesser amount of the actual rental charges of the rental property or one month's rental charges. This is the Renter's sole and exclusive remedy.
- Renter assumes all risks of loss and damage to the rental property and all liability for any injury to any person or property caused by the operation, handling or transportation of the rental property during the rental period. Renter agrees to indemnify, defend, and hold harmless Geophysical Equipment Rental LLC, K. D. Jones Instrument Corp, and all shareholders, directors, officers, employees, agents and manufacturers from and against any and all claims, liabilities, costs (including legal fees), or actions of any nature whatsoever arising out of or related to Renter's use or operation of the rental property, regardless of fault, including injuries or death to persons or damage to property of any person or entity, including the Renter. This obligation of renter shall survive the return of the rental property and termination of agreement.

- While a Renter may request pre-configured instrumentation (e.g. land streamer geophone spacing, odometer calibration, or data logger settings), the responsibility remains with the Renter for the setup, configuration, and use of the rental property.
- In its sole and absolute discretion, Geophysical Equipment Rental LLC and/or K. D. Jones Instrument Corp reserve the right to refuse to rent rental property to any person or group for any reason.

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## **Contact Information**

At K.D. Jones Instrument Corporation, we view our clients as partners in success. Your achievements are our priority, and we're dedicated to building strong, lasting relationships that are as personal and friendly as they are professional.

Service is at the core of everything we do. That's why we're available 24/7, 365 days a year—including weekends and holidays. Whether you have an urgent need or a quick question, our team is always just a phone call or email away.

### **Contact Us Anytime:**

- **Art (Sales/Technical Support):**  
Phone: 262-442-6327  
Email: [art@kdjonesinstruments.com](mailto:art@kdjonesinstruments.com)
- **Nate (Rentals/Customer Service):**  
Phone: 262-442-6745  
Email: [nate@kdjonesinstruments.com](mailto:nate@kdjonesinstruments.com)

**General Hours:** Monday – Friday, 9 AM – 5 PM (Central Time)

*Don't hesitate to call or email us if you're in a bind—we're here to help!*

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