

# Equipment Hire Contract for Office Supplies

**Date:** [Insert Date]

**From:**

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

**To:**

[Client Name]  
[Client Address]  
[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm the hire of office supplies as outlined below:

**Equipment Details:**

Item Description	Quantity	Hire Rate	Total Cost
[Item 1]	[Quantity]	[Rate]	[Total]
[Item 2]	[Quantity]	[Rate]	[Total]

**Total Hire Cost:** [Total Amount]

**Terms and Conditions:**

- The hire period will commence from [Start Date] to [End Date].
- Payment is due within [Number] days of invoice receipt.
- The equipment must be returned in good condition.

Please sign below to indicate your acceptance of this contract.

**Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Thank you for your business. We look forward to serving you.

Sincerely,  
[Your Name]

[Your Position]  
[Your Company Name]