

QUICK START GUIDE

7 Steps to a Successful Ready To Rent Program:

- 1. TAG IT** - When equipment is returned, immediately attach RTR tag to equipment.
- 2. COMMUNICATE** - Depending on the tag you use (RTR 200, 300, 400), in the Red, Yellow or Service Required portion of the tag, write customer comments regarding equipment damages or equipment function.
- 3. INSPECT** - Inspect equipment and record any repair or maintenance needs on the RED/Service Required portion of the tag. Keep the RED portion on the tag attached to equipment to indicate the equipment is NOT ready to rent
- 4. RIP IT** - Once service and maintenance is complete and the equipment is cleaned and Ready to Rent, you can separate the "RED/YELLOW – DO NOT RENT!" portion of the tag. Keep this portion of the tag on file as documentation of inspection and maintenance. (see below for filing options).
- 5. RENT IT** - When the GREEN "Ready to Rent" portion of the TAG is on the equipment, it's Ready to Rent!
- 6. SIGN IT** - When equipment goes out to rent, fill out the GREEN portion and make sure the customer and rental yard employee signs it, confirming that equipment was rented in good working condition and customer was informed of proper operation, safety and maintenance of equipment. *NOTE: This is the most important step and also the most overlooked and under utilized.
- 7. FILE IT** - File both the green and red portion of the tag. Ask your maintenance manager, rental store manager or store owner where they are filed. This is also a critical step in the process.

- Filing Options:**
- Green portion – attached to rental contract
 - Red portion – file with ALL other RTR tags, filed by date
 - Red portion – file with equipment work order/equipment maintenance records
 - Red portion – file with equipment maintenance records by date or equipment type

It is recommended that tag records are filed for at least five years from time of repair or rental

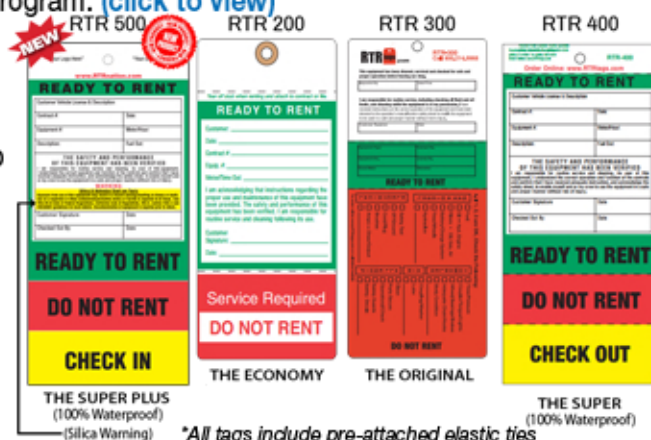
SPECIAL OFFER

Visit www.RTRtags.com and use promo code "7A" at checkout and receive 10% savings on your initial order. No risk, 100% guaranteed or your money back.

ADDITIONAL RESOURCES

- 3 Reasons EVERY equipment rental store must have a Ready to Rent program. ([click to view](#))
- 5 Critical Mistakes to Avoid with your RTR – Ready to Rent Program. ([click to view](#))
- Club RTR – Never run out of tags again! ([click to view](#))

For the latest industry information including news articles, videos related to the equipment rental industrial, safety, maintenance and risk management. Visit www.RTRnation.com website, updated weekly



*All tags include pre-attached elastic ties