



# READY TO RENT TAGS!

## QUICK START GUIDE

### 7 Secrets To Kick Starting Your RTR Tag 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, 400 - E), 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. Write customer comments regarding equipment damages or equipment function.
- 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 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

**SPECIAL OFFER:** Visit [www.RTRtags.com](http://www.RTRtags.com) and use promo code **7A** at checkout and receive 10% savings on your initial order. No risk,

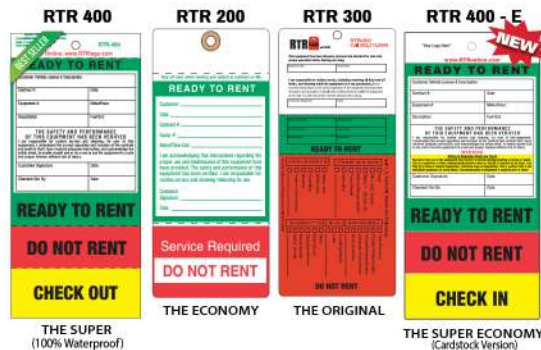
## ADDITIONAL RESOURCES

[www.RTRnation.com](http://www.RTRnation.com)

SPECIAL OFFER



SCAN NOW



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