

New Equipment Information Letter

CLIENT'S NAME
ADDRESS

DATE:
TEL #:

Equipment:

C#
C#
C#

Dear **Client:**

The above equipment has been loaned to you by the New Brunswick Department of Social Development (SD).

This equipment has been entered in the Easter Seals NB (ESNB) database and is on loan to you. If in the future you should no longer require the equipment listed on this letter, you must return it to ESNB as per the Equipment Loan Agreement signed at the time of the request. By returning the equipment to ESNB for refurbishing, you are helping to recycle it for others who need similar mobility or adaptive equipment.

If the equipment on loan to you becomes broken, lost, unusable, or is replaced, ESNB must be notified. ESNB's office will contact you every year to check on the status of this equipment.

You may be eligible for repairs and maintenance to your equipment if you continue to hold a valid health card with SD. Please refer to the attached list of eligible suppliers to contact them for repairs.

Please attach the enclosed gold sticker(s) and white sticker(s) to each piece of equipment that you have received. Please make sure the number on the white sticker matches with equipment and corresponding numbers listed above.

RETURNING EQUIPMENT: The gold sticker has all the contact information for ESNB. When you are ready to return the equipment, please contact the Returns Coordinator **toll-free at 1-888-280-8155** OR by e-mail at: returncoord@easterseals.nb.ca to receive further direction.

If you have any questions, please do not hesitate to contact the undersigned.

Debbie Nash

Returns Coordinator

Tel: (506) 206-9542 or 1-888-280-8155

E-mail: returncoord@easterseals.nb.ca

ENCL : White Sticker(s) **to be put on equipment**
: Gold Label (s) **to be put on equipment**
: Eligible supplier contact information