

## Terms and Conditions

- 1 All rates are subject to changes without prior notice.
- 2 All users are to book the facility BEFORE usage in E6NanoFab tool booking system.
  - 2.1 *Users will be charged 2 times the usage fees for tools used without prior booking for 1st offence.*
  - 2.2 *Users will be barred from using the system for 3 weeks in addition to being charged twice the normal rate.*
- 3 All users are to update the actual tool usage hours in E6NanoFab tool booking system and the log book of the tool.
  - 3.1 *E6NanoFab reserves the right to charge an admin fees for assisting users with updating the extended tool usage hour in the tool booking system.*
- 4 Users will be granted a maximum 15 minutes waiting time for the reserved tool. In event of no-show, users will be charged based on the following protocol:

In the case of a 3-hour reserved tool by user A in the tool booking system:

*User A did not show up within 15 minutes will pay for the 1st hour of the booking.*

*User B who takes over the slot from User A will pay for the duration of the time he/she used it.*

*If nobody takes over User A's reserved slot, User A will have to pay for the entire 3-hour booking rate.*

## Guidelines on using E6NanoFab Tools

- 1 Only qualified users are allowed to book the system.
- 2 All users are to seek permission from his/her supervisor prior to using the system so as to avoid any disputes arising from the supervisor. E6NanoFab will not entertain the dispute, if any.
- 3 All users are liable for any damage or breakdown of the system due to mishandling or improper usage.
- 4 It is mandatory that users sign in and sign out in the facility log book. This shall be the actual time spent in using the system.
  - 4.1 *User is reminded to update the actual hour usage in the tool booking system immediately after use. Otherwise, administration fees will be charged for helping user with the update.*
- 5 Users are to unload the sample(s) and keep the system back to its normal condition BEFORE the next slot starts. Failing to do so, users will be liable to pay for the additional time taken to make the system back to its normal condition.