# Copier lease calculator

TEMPLATE

## EACH QUOTE OVER THE TERM

| Quote (company and machine) | Term in months | Monthly payment | Up front or buyout | Black and white sides a month | Colour sides a month | Black and white sides included | Colour sides included | Rate per black and white side over | Rate per colour side over | Black and white sides charged | Colour sides charged | Cost a month | Total over the term | Cost per side |
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## FILLING IN EACH QUOTE

- [ ] Take the sides a month from a year of meter readings, black and white and colour apart, and use the same two figures on every row.
- [ ] Ask each company in writing for the term, the monthly payment, anything due at the start and the buyout at the end.
- [ ] Copy the sides included each month and the rate for each side over them. If every side is charged, put 0 under included.
- [ ] Add any fixed monthly fee in the quote, such as a service base charge, to the Monthly payment.
- [ ] Put a purchase on its own row: the price under Up front or buyout, nothing under Monthly payment, how long you expect to keep it under Term in months, and the service contract's rates per side.
- [ ] Leave out paper and staples: they are usually not in the contract, and cost the same whichever quote wins.

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## BEFORE YOU SIGN

- [ ] Write down the renewal notice window and put it in the calendar the day the contract is signed.
- [ ] Ask whether the rates per side can rise during the term, and by how much.
- [ ] Ask what the rate per side includes: toner, parts, labour and the technician's visit.
- [ ] Ask how quickly a technician comes when a copier is down, and whether a loan machine is offered for long repairs.
- [ ] Ask how the copier's hard drive is wiped or handed back when the machine leaves the building.

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