

Company Name: _____
 Owner / President Name: _____
 Contact Person Name: _____
 Contact Person Title: _____
 Satisfied? Yes / No Rate (1 to 10): _____
 B&W / Color Model: _____
 Copy Speed: _____ Scan Speed: _____
 # of Paper Drawers _____ Fax: Yes / No
 Finisher: Yes / No Hole punch: Yes / No
 Picture: Yes / No Stairs: Yes / No
 Comments: _____

Agent Name: _____
 Today's Date: _____
 Leasing Co.: _____
 Lease Term: _____
 Lease Start Date: _____
 Lease End Date: _____
 Payments Made: _____
 Payments Left: _____
 Payments Past Due: _____
 LOI Due (Letter of Intent): _____
 Lease End Option: FMV / \$1

Recap of Current Situation

Payoff Amount: \$ _____ + \$ _____ + \$ _____ X _____ = \$ _____
(Monthly Lease Payment) (Insurance) (Supply Freight) (# of Remaining Payments) (Lease Payoff Amount)
(Includes Sales Tax)

Monthly Copier Payment: \$ _____ + \$ _____ + \$ _____ = \$ _____
(Monthly Lease Payment) (Insurance) (Supply Freight) (Without Sales Tax)

Monthly B&W Expenses: _____ / _____ = _____ \$ _____
(Meter Count Date) (# of Months in Place) (B&W Average Monthly Volume) (Base Payment)
 _____ - _____ X _____ = \$ _____
(B&W Average Monthly Volume) (B&W Allowance Included) (B&W Per Copy Rate) (B&W Average Monthly Expenses)

Monthly Color Expenses: _____ / _____ = _____ \$ _____
(Meter Count Date) (# of Months in Place) (Color Average Monthly Volume) (Color Average Monthly Expenses)
 _____ - _____ X _____ = \$ _____
(Color Average Monthly Volume) (Color Allowance Included) (Color Per Copy Rate) (Color Average Monthly Expenses)

Average Monthly Expenses: Copier Payment + B&W Expenses + Color Expenses = \$ _____
(Without Sales Tax)

Acquisition Program

Proposed Equipment	Monthly Payment	Monthly Volume Included	Monthly Service Expense	Monthly Toner Expense	Total Monthly Expenses
_____ _____	\$ _____ <small>(Without Sales tax)</small>	B&W: _____ Color: _____	Included	Included	\$ _____ <small>(Without Sales Tax)</small>

CBS Inc. will pay \$ _____ towards remaining lease payment(s) on _____
 Copier. CBS Inc. will assist customer returning _____ copier back to the leasing company @ NO CHARGE

_____ % More