



## New and Used Office Products Guidelines

### ALL USED EQUIPMENT AND ANY EQUIPMENT DISCONTINUED > 18 MONTHS

- Lease term cannot exceed 7 years from the discontinued date
- Term up to 60 months
- \$1.00 residual
- 50% of original MSRP
- The wording “used” or “refurbished” has to be listed on the equipment lease and invoice

### NEW EQUIPMENT AND DISCONTINUED EQUIPMENT < 18 MONTHS

- Funded under the same guidelines as new equipment
- Standard pricing and residuals apply

### PROCEDURE

- Credit application must state if the equipment is discontinued or used. If you do not supply this information, credit will assume the equipment is new
- Approval will be subject to review of the equipment and meter reads by the documentation team
- Equipment status and meter reads must be supplied prior to funding. Any changes to the equipment or meter reads will result in funding under the correct guidelines above

For more information please contact your  
Balboa Capital Office Products Representative

