

LEASE/PURCHASE ANALYSIS FOR COPYING/DUPLICATING MACHINES

For use of this form, see Pam 25-40 the proponent agency is OAASA

DATE

1. ORGANIZATION/INSTALLATION	2. LOCATION	3. PROJECTED MONTHLY VOLUME
4. COPIER/DUPLICATOR MODEL		5. COPY SPEED

6. RENTAL/LEASE			7. PURCHASE				
a. MONTHLY MINIMUM RENT/LEASE	NO. COPIES	TOTAL \$	a. EQUIPMENT	b. NO. MONTHS	c. COST	d. LESS CREDIT	e. NET COST
b. ADD			COPIER				
Copies @	\$				\$	\$	\$
c.			ACCESSORIES				
Copies @	\$				\$	\$	\$
d.							
Copies @	\$				\$	\$	\$
e. ACCESSORIES							
@	\$				\$	\$	\$
f.							
@	\$				\$	\$	\$
g.							
@	\$				\$	\$	\$
h.							
@	\$				\$	\$	\$

i. Total Monthly Rent/Lease → \$	f. Total Equipment Cost → \$
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j. Per Copy Cost			g. Monthly Maintenance		
(1) Paper	\$		(1) NO. COPIES		
(2) Toner	\$		(2) ADD		
(3) Other	\$		COPIES @	\$	
(4) Total	\$		COPIES @	\$	
(5) NO. COPIES			COPIES @	\$	
@ \$	\$		(5) ACCESSORIES		
(6) Total Monthly Cost	\$		(a) Total Monthly Maintenance		
			(b) Depreciation		
			(c) Supplies		
			(d) Total Monthly Cost		

k. Rental/Purchase Monthly Copy Cost Computation (Total Monthly Cost ÷ Monthly Copy Volume)				h. Break-Even/Pay-Back Period Computation			
	RENT/LEASE	PURCHASE		(1) MONTHLY RENT/LEASE	(2) MAINTENANCE	(3) SAVINGS	
	\$	\$		\$	-\$	= \$	
(1) Total Mo. Cost	\$	\$		(4) PRICE (purchase)	(5) SAVINGS	(6) MONTHS TO BREAK-EVEN/PAYBACK	
(2) Mo. Copy Volume	÷	÷		\$	÷ \$	= \$	
(3) Cost Per Copy	\$	\$		-\$	÷ \$	= \$	

8. RECOMMEND <input type="checkbox"/> Lease/Rental <input type="checkbox"/> Purchase	9. COMPUTED BY (Name) _____ TITLE
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