



\_\_\_\_\_  
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\*\* All USA Departments will receive this report, filled out from USA Copier Acquisition Management, 2-3 months before current lease expires. Please fill out information on second page only\*\*

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Address/Building/Room #: \_\_\_\_\_

Responsible Person/Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Is the Copier a (n):  New Purchase  Upgrade  Downgrade

Current Unit:  Rented  Lease Purchase  Purchase

Current Make and Model: \_\_\_\_\_ Initial Install Date: \_\_\_\_\_

Average Monthly Volume: \_\_\_\_\_

Current Monthly Lease Payment: \_\_\_\_\_ Current Monthly CPC (Usage) Payment: \_\_\_\_\_

Current Copier Features: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Copier Make and Model: \_\_\_\_\_

New Copier Features: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Monthly Lease Payment: \_\_\_\_\_

Monthly CPC (Usage) Payment: \_\_\_\_\_

\_\_\_\_\_

(Note: Departments will pay monthly lease payment for five years and monthly CPC (Usage) payment every

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