



**LEASE/PURCHASE ANALYSIS FOR COPYING/DUPLICATING MACHINES**

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

DATE

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

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.	\$				\$	\$	\$

<b>i. Total Monthly Rent/Lease</b> → \$	<b>f. Total Equipment Cost</b> → \$
---	-------------------------------------

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

k. Rental/Purchase Monthly Copy Cost Computation <i>(Total Monthly Cost ÷ Monthly Copy Volume)</i>				h. Break-Even/Pay-Back Period Computation			
		RENT/LEASE	PURCHASE	(1) MONTHLY RENT/LEASE	(2) MAINTENANCE	(3) SAVINGS	
(1) Total Mo. Cost	\$	\$		\$	-\$	= \$	
(2) Mo. Copy Volume	÷	÷		(4) PRICE (purchase)	(5) SAVINGS	(6) MONTHS TO BREAK-EVEN/PAYBACK	
(3) Cost Per Copy	\$	\$		\$	÷ \$	= \$	
				-\$	÷ \$	60 MONTHS	= \$
						(8) MO. DEPRECIATION	

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