

Copier Proposal Analysis

Office Equipment Vendor	Purchase Price Of Equipment	60 Month Lease Price	48 Month Lease Price	36 Month Lease Price	YR1 Service & Supplies Cost	YR1 Service & Supplies Cost	YR1 Service & Supplies Cost	YR1 Service & Supplies Cost	YR1 Service & Supplies Cost	YR1 Service & Supplies Cost	Total 5 Year Cost

Once you have determined how you will be acquiring your equipment, just fill in the blanks to compare vendors.

For Service & Supplies ask for the cost per page and multiply that by the number of copies/prints you expect to produce per month/year.

Example: 5,000 copies/prints per month X .012 (1.2 cents not 12 cents, watch your decimal points)= \$60.00 per month or \$720.00 per year.

The "Total 5 Year Cost" should be the lease payment or purchase price plus the Service and Supplies cost per year.

Remember to factor in the percentage increases in Service and Supplies costs over the 5 Year Period, get them in writing from the prospective vendors.