

# Office Equipment Lease Quotation

From

Company Name  
123 Avenue Rd.  
City, State ZIP  
Phone: (123) 456-7890  
Email: info@company.com

To

Client Name  
456 Main St.  
City, State ZIP  
Phone: (234) 567-8901  
Email: client@email.com

Quotation Details

Date: \_\_\_\_\_  
Quotation #: \_\_\_\_\_  
Valid Until: \_\_\_\_\_

## Equipment Lease Items

Description	Model	Qty	Monthly Rate	Lease Term (Months)	Total
Photocopier	ABC-1000	2	\$120	36	\$8,640
Laser Printer	XYZ-200	3	\$55	36	\$5,940
Document Shredder	SHD-50	1	\$30	36	\$1,080

Subtotal	\$15,660
Taxes	\$1,566
<b>Grand Total</b>	<b>\$17,226</b>

## Lease Terms & Conditions

- Rates quoted are valid for 30 days from the quotation date.
- Payment due monthly in advance via bank transfer.
- Lease term is non-cancellable and non-renewable unless otherwise agreed.
- Maintenance and support included.
- Early termination subject to additional charges.

Authorized By:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Accepted By Client:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_