

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
Grand Total \$17,226

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: _____