

## Tips on Copier Lease and Service Programs

### Watch for Underages

One item that inflates your true cost per page is not using the minimum pages-per-month allowance you committed to. If you notice your usage is under your minimums – there may be ways to reduce your costs. Consistent invoice amounts that lack overage charges – indicate you are paying for unused pages.

### Watch for Overages

Although being over your minimum quantity is typically good (since you aren't paying for unused pages) – being way over your minimums on a consistent basis may mean you need a different plan or a different device.

### Watch Lease Agreement Expiration Dates

Lease *evergreen clauses* automatically renew unless you send a cancellation notice to the leasing company within the dates spelled out in your contract. If you don't cancel, you will be paying the same leasing charge for the equipment for another year. Notifications should be sent by registered mail. You have many options at this point but only if you send in your cancellation notice. Leasing companies typically require 90 days notice and you can't send it early – check your lease agreement. (Set up a reminder in your systems for 6 months prior to expiration so you will have time to investigate your options.)

### Watch Service Agreement Expirations Dates

Service agreements have *evergreen clauses* just like lease agreements do. Service agreements automatically renew unless you tell the company you cancel. Service companies typically require less notice than the leasing companies but it is critical that you watch for the expiration date and notify the service company (via registered mail) within the required notification window. (Set up a reminder in your systems for 3 months prior to expiration so will have time to investigate your options at the yearly expiration to review underages, overages and quality of service.)

### Lease Renewals

Plan ahead. Review your lease agreements 4-6 months prior to expiration. Determine what your course of action should be in advance. Continuing your lease is almost never a good financial decision, many options are available. Leasing and service companies know that the last minute pressure to look at alternative equipment and service makes it difficult for you to leave them and typically locks you in for another year (with large profits for the leasing company).