

Total Volume Print Plan

user guide




What is Print Plan?

CF **Print Plan** provides lessees with many benefits including...


- flexible term
- early equipment replacement
- capital reduction utilising excess usage
- no penalties and accurate controlled monitoring of costs.

Administration Guide


the main points




1 Invoice of for the first quarter's service charge and send with the lease paperwork. This will be paid as soon as **cf** collect the first quarter from the lessee.




2 Our customer services numbers are: -
Tel: - 01279 759 444
Fax: - 01279 759 445




3 **cf** will confirm the customer account or lease number with every remittance advice for future reference.




4 Use the CD to create a customer file & record of volumes. The spreadsheet can be saved to your hard drive.




5 Complete the information required on the spreadsheet, showing the customer name, lease number, excess prints & excess charge each quarter and forward to printplan@cfasset.co.uk



6 All excess copies collected will have the "capital element" credited to an account, which will accumulate and be allocated to the outstanding rental commitment. This is known as the "excess charge reserve account".



7 **cf** collect on each and every working day of each month and need a minimum of 5 clear working days to alter payment by D.D.



8 **cf** need to be informed of any service charge increase prior to the anniversary of the agreement.












So instead of paying for hardware with a large capital outlay, a **Print Plan** package allows customers to complete payment over an agreed time period with a quarterly payment for equipment & maintenance expressed as a “Charge Per Print”.

The customer can choose the period of repayment that suits them, from one to five years and with **Print Plan** the total contracted prints are clearly shown on the agreement. Should the customer use the total amount before the fixed term, the contract quite simply ends!

Sending Quarterly Data

step by step

-  1 Load the spreadsheet from the **cf** CD ROM.
-  2 Complete the lease number (You will be notified of this when you receive remittance of payment), client name & minimum volume per month.
-  3 Insert the number of excess copies used during the quarterly period.
-  4 Insert the cost per print, which should be expressed in £'s. Therefore 1.5p a copy should be expressed as 0.015.
-  5 The spreadsheet will calculate the total charge for the prints used in the period.
-  6 Insert your service charge amount, again expressed as £'s. Therefore 0.5p per copy is 0.005.
-  7 Hit return or tab and the spreadsheet will automatically calculate the value of service revenue you will receive for that quarter. This will also calculate the excess capital charge above the minimum volume, which will be added to your clients 'excess charge reserve account'.
-  8 Once the charges for that quarter are calculated, email the spreadsheet to printplan@cfasset.co.uk
-  9 Excess charges will be collected quarterly in arrears. For example, if we are notified of the excess for the first quarter after the second quarter the excess will be collected from the third payment.



Document Completion Form in PDF format

Complete the Hirer and Equipment details in the normal manner, in the **Payment and Terms** section complete the **Initial Agreement Term / Quarters** (figure and in words) plus the b/w and colour **Contracted Prints per Quarter** volumes and **Service Charge per Print** boxes, upon completion the total from these boxes is automatically transferred to the **Total Contracted Prints per Quarter** and **Total Print Volume** boxes on this page.

To calculate the **Capital Charge per Print (CCpP)** cost, move to the **How your payments are calculated** section on page 3.

Completing the relevant boxes in this section (cost of equipment, settlement and rate etc) will automatically calculate the **CCpP** cost, please note, as you have completed the Term and Print volume on page 2 that these are automatically copied to page 3.

Upon completion of this section return to the Payment and Terms on page 2 and complete the **CCpP** boxes, when completed the **Total Charge per Print** is calculated for both b/w and colour and this total sum creates the **Minimum Quarterly Payment** which is automatically written in to the document.

Upon completion of the whole agreement (where possible) print 2 copies and have the authorised signatory for the Hirer sign in the Signatures section as customary plus have EACH PAGE initialled (bottom right) by this signatory.

Forward the signed copy to CF Asset and leave the second copy for your customer's records



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