

WORLD OF CD-ROM Lease Agreement

PLEASE NOTE: This is NOT a rent-to-own agreement. You are agreeing to LEASE this equipment while you are using it, and you are to return this equipment to us when you no longer wish to lease it from us.

SECTION A: Customer Information *If NEW lease, attach copy of photo ID*

Name:			
Phone:		Email:	
Address:			
City/State/Zip:			

SECTION B: LEASE DETAIL

Action: <i>select one</i>	NEW	MODIFY	CANCEL <i>(if cancellation, complete section C)</i>
	If MODIFY or CANCEL, please describe reason:		
Item(s): <i>circle one or more</i>	LAPTOP	DESKTOP	SERVER
	OTHER EQUIPMENT	CLOUD LICENSE	DATA BACKUP
	DOMAIN RENEWAL	EMAIL HOSTING	WEB HOSTING
Description:		Tag ID(s):	
Monthly Rate:	\$ _____.	Recurring Billing Date:	
Accessories:			
Term: <i>select one</i>	Monthly ___	Quarterly ___	Bi-Annual ___ Annual ___
Software Support:	Yes ___ No ___		
Additional Notes:			
Payment Method:	Bill to Acct (check): ___ Auto-Payment (CC): ___ <i>(attach copy of CC for file)</i>		

SECTION C: LEASE CANCELLATION

DATE EQUIPMENT RETURNED: _____ mm/dd/yy STAFF INITIALS: _____

SECTION D: OFFICE USE ONLY *please initial on each line when completed*

- | | |
|---|---|
| _____ Copy of driver's license & credit card | _____ QB memorized transaction created/updated |
| _____ Initial payment processed & receipt provided | _____ Authorize.net created/updated (if CC on file) |
| _____ Lease information created/updated in Palantir | _____ File all paperwork into customer file |
| _____ QB customer account profile created/updated | |

CUSTOMER SIGNATURE: _____ DATE: _____

STAFF NAME: _____ DATE: _____

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SECTION A: Understanding of Lease Terms

_____ I understand that this is a LEASE agreement and NOT a rent-to-own situation. I am leasing this equipment while I need to use it, just as if I were leasing an apartment while I need to live there. As long as my monthly lease payments are up to date, the technicians will provide maintenance on the leased equipment as needed (see Section F: Equipment Liability below). When I no longer need the equipment, I agree to return it to World of CD-ROM in the condition in which I received it, minus normal usage wear.

SECTION B: Upgrade of Equipment Every Three Years

_____ I understand that I am eligible for a full system upgrade every three years, as long as my monthly lease payments are up to date. I can contact the technicians at World of CD-ROM at any time after those three years to request this system upgrade, and I will bring the equipment in for this upgrade.

SECTION C: Recurring & Declined Payments

_____ I agree to my credit card or account being charged automatically on a monthly basis for the upcoming month of service (prepay). My credit card, if provided, will be safely saved on file and charged on the same billing date each month as indicated on the first page of this agreement. Cypher Technologies will attempt to notify me if my card is declined and I understand that I will still be liable for a \$10 late fee if a payment is not successful within 10 days. Invoices will be emailed or mailed to customers that pay via check on the billing date and are due within 10 days.

SECTION D: Late & Insufficient Funds Fees

_____ I understand I will be charged a \$10 late fee after 10 days of non-payment. A \$35 NSF fee will be assessed for any checks returned for insufficient funds.

SECTION E: Cancellations

_____ I will provide seven (7) days' notice of cancellation to ensure my upcoming payment will not be charged to the payment method on file. I will return all equipment prior to the next billing date in order to prevent being charged for the upcoming month of service. I understand that if I do not return the equipment items in question by the billing date, I will be charged for an additional month of service which will not be pro-rated based on the actual return date.

SECTION F: Equipment Liability

_____ I am responsible for any equipment loss, theft or damage not caused by normal usage. I will not open the equipment or modify any part. I agree not to use any leased equipment or software for illegal activities. Only WOCD-R will perform diagnostics and service on this equipment. If I bring the item into the retail store, the repair is covered by the lease agreement and monthly payment for no additional charge; any onsite service visit is an additional cost.

SECTION G: Collections

_____ If payment is not made for two (2) months, I understand that my bill will be forwarded to a collection company. The total amount due will be for the unpaid invoices accrued on a monthly rolling basis, plus the cost of replacing the equipment and any legal fees associated with the collections process.

CUSTOMER SIGNATURE: _____ DATE: _____

STAFF NAME: _____ DATE: _____