



Helping you get the equipment  
you need since 1992!

## ***THE PROCESS OF THE EQUIPMENT LEASE CYCLE***

### **Step 1**

Business owner determines equipment and negotiates cost with the equipment dealer.

### **Step 2**

Submit an equipment lease application by fax, e-mail, or telephone.

### **Step 3**

Accord Leasing processes the credit application pulling personal credit and business reports.

### **Step 4**

When the lease is approved, Accord Leasing will notify the business owner and the equipment dealer of the terms and conditions of the approval. The average decision time for application only is one business day . When tax returns and/or financial statements are required add additional 24 hours after receipt of all the requested financial information .

### **Step 5**

The equipment dealer will provide Accord Leasing with an invoice or quote providing make model and serial number if available. After we receive this information, we will generate the lease documents and overnight or email them to the business owner or vendor if desired .

### **Step 6**

When Accord Leasing receives back lease documents we carefully review for proper signatures and receipt of advance payment from business checking account. We then issue a purchase order to the equipment dealer or provide pre-funding if required .

### **Step 7**

After the equipment is delivered and installed the business owner will be contacted by phone and asked to verbally verify the delivery and acceptance of the equipment. We verbally review the lease terms, and authorize payment to the equipment dealer. Payment to vendor is then made by overnight courier or bank wire .