Schools Operating Lease Facility

“We tend to use the supplier’s recommended leasing company because it’s easier – we don’t really know if it’s a good deal”

Sector’s Schools Operating Lease facility has been designed to be as accessible as possible. By working closely with CHG Meridian the formalities have been reduced to the bare minimum and you will find this easy to use.

Examples of equipment which can be included is attached overleaf.

The approval process, firstly through OJEU, then Sector and finally through your own Authority has removed all the uncertainties that often exist when considering this type of finance and ensure that you get:

• Very competitive finance for a wide range of equipment
• Sensible commercial terms (“the small print”)
• A pragmatic lease provider with a good Public Sector reputation

The process to arrange a lease couldn’t be simpler:

• Choose the equipment and supplier, then negotiate the final supply price
• Check on the lease rate table (overleaf) that you are happy with the budget impact
• Get in touch with the Public Sector Desk at CHG on 01784 486189 to confirm the details
• Instruct the supplier to invoice CHG-Meridian UK Limited
• If the supplier requires a Purchase Order, CHG will arrange this
• When CHG receive the invoice they will check the details and contact you
• CHG will then prepare the paperwork and send it to you
• The pack will include an Acceptance Certificate – this is CHG’s authority to pay the supplier and should only be signed once you have received all the equipment and are satisfied with it.
• Once the paperwork has been signed CHG will need payment for the first rental and confirmation of the arrangements for future payment (they would prefer Direct Debit or Banker’s Order where possible)
• Send the signed paperwork back to CHG who will pay the supplier and commence the lease.

CHG’s full details are as follows:

CHG-Meridian UK Limited
2 Alpha Way
Thorpe Industrial Park
Egham
Surrey
TW20 8RZ
Contact: Jacqui Tait
Telephone: 01784 486189
Fax: 01784 439167
E-mail: public.sector@chg-meridian.com
Examples of Asset Types Covered By Call-Off Facility

- IT Equipment
- Photocopiers
- Projection Equipment
- Electronic White Boards
- Networking
- Operating Software
- CCTV Equipment
- Office Equipment
- Furniture

- Telephone Systems
- Vending Equipment
- Leisure Equipment
- Musical Instruments
- Catering Equipment
- Lockers
- Playground Equipment
- Franking Equipment
- Printing Equipment

This list is intended to be indicative rather than exhaustive. – contact CHG if you wish to discuss.

Leasing Rates
September 2009

The rates below apply across all the equipment types listed above.

### Capital Cost (excl VAT)

<table>
<thead>
<tr>
<th>Quarterly Rentals</th>
<th>£1,000-£10,000</th>
<th>£10,001-£30,000</th>
<th>£30,001-£100,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8 x Quarterly Rentals</strong></td>
<td>£117.80</td>
<td>£117.68</td>
<td>£117.56</td>
</tr>
<tr>
<td><strong>12 x Quarterly Rentals</strong></td>
<td>£81.69</td>
<td>£81.56</td>
<td>£81.42</td>
</tr>
<tr>
<td><strong>16 x Quarterly Rentals</strong></td>
<td>£63.85</td>
<td>£63.71</td>
<td>£63.57</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annual Rentals</th>
<th>£1,000-£10,000</th>
<th>£10,001-£30,000</th>
<th>£30,001-£100,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2 x Annual Rentals</strong></td>
<td>£459.38</td>
<td>£459.12</td>
<td>£458.86</td>
</tr>
<tr>
<td><strong>3 x Annual Rentals</strong></td>
<td>£317.60</td>
<td>£317.25</td>
<td>£316.89</td>
</tr>
<tr>
<td><strong>4 x Annual Rentals</strong></td>
<td>£247.61</td>
<td>£247.20</td>
<td>£246.80</td>
</tr>
</tbody>
</table>

All rates are per £’000 of expenditure and exclude VAT.

**Example:**
- Equipment cost £8,540 + VAT
- Rental calculation: £323.36 x 8.54 = £2,761.49 per annum + VAT

**Assumptions:**
- Rentals paid in advance
- Equipment is new

For equipment over £100,000 or if you have any questions, please call CHG directly on 01784 470 701 and speak to the Public Sector Desk. Alternatively e-mail public.sector@chg-meridian.com.