



COPIERONLINE PHILIPPINES INC.

Address: No 165 Kamias Road, Brgy. Sikatuna Village, Quezon City
Contact Nos.: 09088744547
Tel No.: (02) 8927-5892 to 93, local 102-104
Email: lycapena@copieronlineph.com
www.copieronlineph.com

January 31, 2026

JNDV ENTERPRISES

Juction Los Banos Laguna

Kaiyll

Dear Sir,

It is our pleasure to cater to your requirement for a **Free use of Riso Comcolor Machine**. We are pleased to submit our formal proposal based on your inquiry.

Please review the proposal below and let us know if it meets your needs.

PROPOSAL FOR FREE USE OF RISO COMCOLOR MACHINE (COLORED)

Minimum Order of Ink 3 months	16 of Ink (₱320,000.00)
Price of Ink per color:	₱20,000.00
Security Deposit:	₱150,000.00
Minimum Rental Period:	3 Months Contract (Renewable)
Total amount:	Php 470,000.00
FEATURES: FEATURES: <ul style="list-style-type: none">Paper tray: 3 trays plus bypass (1000 sheets 64gsm to 80gsm)Original size: 90mm x 140mm to 310mm x 435mmPrinting size: 340 mm x 550 mm maxPaper weight: 46 to 210gsmFirst Copy Time: 5 secondsPaper receiving cap: height up to 60mmPrint Speed: 78 to 150 PPM<ul style="list-style-type: none">Resolution: 600 DPISPower Consumption 220-240 V / 50/60 Hz; Less than 1.50 kW	

AGREEMENT:

1. Free use Service Agreement / Contract

The Rental Service Agreement or Contract **must** be **signed** by the **LESSEE** before or upon delivery or installation of the machine

2. Free service maintenance

Free service maintenance and standard spare parts are included for the duration of the rental period.

3. Provincial Service Maintenance

For provincial locations, transportation charges will apply for every visit. This includes delivery or installation of machine, meter reading, collection, toner refilling, repairs and maintenance.

4. Damage Due to Negligence

Any damage to the machine resulting from negligence, misuse, or mishandling by the LESSEE will be subject to additional charges.

RESPONSIBILITY OF THE LESSOR:

1. Provide recondition colored digital copier machine.
2. Supply toner and necessary spare parts.
3. Perform maintenance and technical support, with a time of within 24hrs upon notification of an issue.
4. Provide service unit replacement if the problem cannot resolved within 48hrs.

RESPONSIBILITY OF THE LESSEE

1. Ensure safe office or store space and a stable electricity for machine.
2. Supply paper for daily operations.
3. Assign a trained operator to handle the machine. (LESSOR will provide demo and training).

REQUIREMENTS FOR COPIER RENTAL

A. Requirements for Prior Approval

1. Signed Proposal (Conforme)
2. Two (2) Government issued ID's of owner, manager or authorized signatory
3. Business Registration – DTI (sole) or SEC (Corporation)
4. Articles of Incorporation and GIS (if corporation)
5. Valid Business Permit
6. Sketch of Location for delivery / installation
7. Copy of Billing Statement with Name and Address of Owner

B. Requirements upon approval:

1. Signed Rental Agreement
2. Notarized Board resolution (if corporations, authorizing signatory)
3. Security Deposit

We hope you will find this proposal acceptable. Please feel free to contact us anytime, should you have further questions on this matter. This proposal is valid for 7 days from the date of this offer.

Very truly yours:


Manlyca Peña
Sales Executive

CONFORME: _____
Signature over Printed Name / Date