



**PRISM**  
OFFICE SOLUTIONS

OFFICE LINK, INC.  
PH 203-654-3300  
FAX 203-654-3301

### PRISM ORDER AGREEMENT

- Equipment Purchase
- Installment Purchase
- Lease
- Rental

- N  Maintenance Agreement
- Upgrade Current Equipment
- Maintenance Only
- Lease Upgrade

P.O. # for this order: \_\_\_\_\_

- Tax Exempt
- New Customer

Bill to: Customer Name <b>Woodbridge School District</b>				Installed At			
Billing address 40 Beecher Road-South				Street Address			
PO Box#				Contact <b>Donna Coonan</b>			
City Woodbridge, CT		Zip 06525		Phone 203-389-2195		City Zip	
Qty	Product Description	Product #	Price	Less Deductions		Net Price	Totals
				Trade-In	Other		
2	B&W Toshiba Copiers w/3HP & Staple	9029A					A) Total Net <b>LEASE</b>
2	B&W Toshiba Copier w/ Inner Stapler	4528A					Supplies
1	Toshiba Color Machine w/ 3HP & Staple	7527ACT					State Tax
2	Toshiba Color Machine w/ 3HP & Staple	6525AC					Interim Total
1	Toshiba Color Machine w/ 3HP & Staple	5525AC					Cash Down Payment
1	Toshiba Color Machine w/ Inner Stapler	3025AC					
1	Formax Envelope Inserter						
1	Brother B&W Printer						
9	PaperCut License, Card Readers, M&S						Unpaid Balance Of Cash Price
A) Total Net Price (Exclusive of Tax, Maintenance & Supplies)							<b>LEASE</b>

**Special Instructions:**

Prism will remove old equipment and return ship to the leasing company at no additional charge.

Trade in model: Xerox Copy Count: \_\_\_\_\_ Trade in owned by: Customer  Lease Co  Other \_\_\_\_\_

Equipment Warranty: (Does not cover consumables such as drum, rollers, lamps)

A)Labor \_\_\_\_\_ Days From Date of Install B)Parts \_\_\_\_\_ Days From Date of Install

**Lease With Purchase Option**

Initial Term: (check one)  24  36  39  48  60 Other \_\_\_\_\_

Monthly Rental Payment: \$ 1,248 Security Deposit: \$ 0  
(Exclusive of Sales/Use Tax)

**Equipment Service:**

Maintenance Agreement Type Billing Frequency: Annual  Monthly  Other: \_\_\_\_\_

- MA3 All Inclusive Service: Consumable parts, labor & supplies (except paper & staples) Rate: \$ \_\_\_\_\_ per \_\_\_\_\_ copies  
Overage: \_\_\_\_\_ per copy on the excess within a billing period

Cost Per Copy CPC Rate: B:\$0.0034/C:\$0.034

This Prism Order Agreement covers transaction(s) listed above and incorporates Terms & Conditions on the reverse side.

Sales Rep-Order Acknowledgment <b>Michael LaFemina</b>	Purchaser Name Woodbridge School District
Date 04-20-2026	Signature 
Prism-Office Link Inc. Signature 	Title _____ Date _____



75 School Ground Road  
Branford, CT 06405

# Maintenance Agreement

Effective date: 04-20-2026

**Customer**

Woodbridge School District  
40 Beecher Road-South  
Woodbridge, CT 06525

Prism - Office Link, Inc. (Prism) agrees to provide and the customer agrees to accept maintenance service for the machines listed below according to the terms and conditions of this agreement, unless Prism provides the customer with notice to the contrary within one month of the signing of this agreement by Prism.

Manufacturer/Model Number	Serial Number	Machine Location	Special Provisions	Rate
2X-Toshiba 9029A 2X- Toshiba 4528A 1X- Toshiba 7527ACT 2X- Toshiba 6525AC 1X- Toshiba 5525AC 1X- Toshiba 3025AC			Cost Per B&W Page:  Cost Per Color Page:	\$0.0034  \$0.034
Brother B&W Printer  MA Type: MA3 Includes: Parts, Labor, Toner & Supplies (Everything Except Paper)  Billing Frequency: Monthly		Library	\$34 flat rate per month	

Woodbridge School District

**Comments:**

If supplies are included under this agreement Prism will supply black toner to customer based on normal yields. If customer usage of the supplies exceeds the normal yields for the equipment being serviced, prism will invoice and customer agrees to pay for the excess supplies at Prism's current retail prices then in effect. \$34 minimum monthly billing for cost per page contracts.

Customer \_\_\_\_\_

Accepted by \_\_\_\_\_

\_\_\_\_\_  
Name  Date

Please sign this service agreement and return this copy to our office along with your payment. **This agreement must be paid in full by the start date of your contract.** If agreement is not renewed, a new one will be written only after the equipment is inspected at our regular hourly rate.

The additional terms & conditions on the reverse side are part of this agreement. The customer acknowledges that they have read this agreement, understands it, and agrees to be bound by its terms & conditions. The customer agrees that this agreement is the complete and exclusive agreement between the parties, superseding all proposals or prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this agreement.



LEASE AGREEMENT

1720A Crete Street, Moberly, MO 65270
Phone: 800-662-3759, Fax: 800-426-2626

LESSEE LEGAL NAME: Woodbridge School District
Billing Address: 40 Beecher Road-South, Woodbridge, CT 06525
Equipment Location: 40 Beecher Road-South, Woodbridge, CT 06525
EQUIPMENT DESCRIPTION: (indicate quantity, new or used and include make, model, serial # and all attachments)
Table with columns: Unit Quantity, Description of Equipment Leased, Make and Type, Model Number, Serial Number
BASE TERM IN MONTHS: 60
TOTAL NUMBER OF LEASE PAYMENTS: 60 @ \$1,248.00 (plus taxes)
END OF LEASE PURCHASE OPTION: [X] Fair market value, plus taxes
(a) Advance Payment: \$0.00
(b) Security Deposit: \$0.00
(c) Documentation Fee: \$95.00
Total due a + b + c = \$95.00

\*\*If more than one lease payment is required as an Advance Payment, the balance will be applied to lease payments in inverse order, starting with the last lease payment. Your obligation to pay all amounts and perform all other obligations is non-cancellable, absolute, unconditional and not subject to abatement, set-off or defense.

In this agreement ("Lease"), "we," "our," and "us" refers to LEAF Capital Funding, LLC as Lessor and "you" and "your" refer to the Lessee. You agree to lease the Equipment upon the following terms and conditions:
1. LEASE PAYMENTS AND TERM: The Lease is enforceable on you upon your execution. The term of the Lease shall commence on the date the Equipment is delivered to you ("Lease Commencement Date").
2. DELIVERY, ACCEPTANCE, USE AND REPAIR: You are responsible for Equipment delivery and installation. You unconditionally accept the Equipment upon the earlier of (a) your oral or written acceptance of the Equipment, or (b) 10 days after delivery of the Equipment.
3. INDEMNIFICATION: You agree to indemnify, defend and hold us harmless from and against any losses, damages, penalties, claims and suits, including attorneys' fees and expenses related to the ordering, manufacture, installation, ownership, condition, use, lease, possession, delivery or return of Equipment.
4. LEASE EXPIRATION, RENEWAL: Unless you notify us at least 90 days prior to the expiration of the Lease of your election to return or purchase the Equipment, this Lease will renew on a month-to-month basis at the same monthly Lease Payment until you either exercise the purchase option or provide us with at least 90 days notice and return the Equipment.
5. LATE FEES AND CHARGES: If any amount is not paid within three (3) days of when due, you agree to pay us a late charge equal to the lesser of 10% of the amount past due or the maximum legal amount.
6. NO WARRANTY: We do not manufacture the Equipment and you have selected the Equipment and the supplier. WE MAKE NO EXPRESS OR IMPLIED WARRANTIES, INCLUDING THOSE OF MERCHANTABILITY OR FITNESS FOR A PURPOSE AND ARE NOT RESPONSIBLE FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES.
7. INSURANCE, RISK OF LOSS: You bear all risk of loss or damage to the Equipment from its order until it is returned in the required condition or purchased by you ("Risk Period").
8. OWNERSHIP AND TAXES: We own the Equipment (excluding licensed software). If you are deemed to own it, you grant us a security interest in the Equipment.
9. DEFAULT: If you or any guarantor do not pay us any amount within ten (10) days of its due date, or breach any terms of this Lease, any guaranty or any license relating to the Equipment, you will be in default.
10. ASSIGNMENT: You have no right to sell or assign the Equipment or Lease.
11. ARTICLE 2A: You agree this Lease is a "finance lease" as defined in Article 2A of the Uniform Commercial Code. You waive all rights and remedies conferred upon a lessee by Article 2A (508-522) of the UCC.
12. CREDIT INFORMATION: You authorize us or any of our affiliates to obtain credit bureau reports, and make other credit inquiries that we deem necessary.
13. CHOICE OF LAW: THIS LEASE WILL BE GOVERNED BY PENNSYLVANIA LAW. YOU CONSENT TO JURISDICTION IN THE STATE OR FEDERAL COURTS IN PENNSYLVANIA AND WAIVE ANY RIGHT TO A TRIAL BY JURY.
14. MISCELLANEOUS: This Lease is the parties' entire agreement and can be amended only in writing signed by both parties.

ACCEPTED BY LESSEE: Woodbridge School District
Lessee Authorized Signature: \_\_\_\_\_
Print Name: \_\_\_\_\_
E-Mail Address: \_\_\_\_\_
Tax ID Number: \_\_\_\_\_
Title: \_\_\_\_\_
Date: \_\_\_\_\_

PERSONAL GUARANTY: Undersigned guarantees that Lessee will make all payments and perform all other obligations under the Lease when due. Undersigned agrees that this is a guaranty of payment and not of collection, and that we can proceed directly against undersigned without first proceeding against Lessee or the Equipment. Undersigned also waives all suretyship defenses and notification if the Lessee is in default and consents to any extensions or modifications granted to Lessee. Undersigned will pay us all expenses (including attorneys' fees) we incur in enforcing our rights against undersigned or Lessee. If more than one person signs this guaranty, each agrees that his/her liability is joint and several. Undersigned authorizes us and our affiliates to obtain credit bureau reports and make inquiries regarding undersigned's personal credit. You consent to jurisdiction in the State or Federal courts in Pennsylvania and expressly waive any right to a trial by jury.

SIGNED X \_\_\_\_\_ Print Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_
Accepted by: LEAF Capital Funding, LLC By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



SCHEDULE A TO LEASE AGREEMENT (EQUIPMENT DESCRIPTION)

Lease Application No.: 1080234

Table with 6 columns: QNT, Equipment Description, New/Used, Make, Model, Serial Number

Location: 40 Beecher Road-South, Woodbridge, CT 06525

Table with 6 columns: QNT, Equipment Description, New/Used, Make, Model, Serial Number. Contains 6 rows of equipment data.

LESSEE: Woodbridge School District

LEAF CAPITAL FUNDING, LLC

BY: \_\_\_\_\_
PRINT NAME: \_\_\_\_\_
TITLE: \_\_\_\_\_
DATE: \_\_\_\_\_

BY: \_\_\_\_\_
PRINT NAME: \_\_\_\_\_
TITLE: \_\_\_\_\_
DATE: \_\_\_\_\_



## State and Local Government Addendum

Reference: Application No. 1080234

This State and Local Government Addendum (this "Addendum") is made part of the Agreement related to the above referenced application number ("Agreement") between **LEAF Capital Funding, LLC** ("we" "us" and "ours") and Woodbridge School District ("you" and "your"). Capitalized terms used but not defined will have the meaning given to them in the Agreement. If there is any conflict between the terms of this Addendum and the terms of the Agreement, the terms of this Addendum will control and prevail. The parties hereby agree as follows:

**1. Funding Intent.** You reasonably believe that funds can be obtained sufficient to make all Payments set forth in the Agreement and any other amounts owed during the term of the Agreement. You agree that your chief executive or administrative officer (or your administrative office that has the responsibility of preparing the budget submitted to your governing body, as applicable) will provide for funding for such payments in your annual budget request submitted to your governing body. You covenant that you will do all things lawfully within your power to obtain, maintain and properly request and pursue funds from which the Payments may be made, including making provisions for such payments to the extent necessary in each budget submitted for the purpose of obtaining funding, using your best efforts to have such portion of the budget approved and exhausting all available administrative reviews and appeals in the event such portion of the budget is not approved. If your governing body chooses not to appropriate funds for such payments, you agree that your governing body will evidence such nonappropriation by omitting funds for such payments due during the applicable fiscal period from the budget that it adopts. You and we agree that your obligation to make payments under the Agreement will be your current expense and will not be interpreted to be a debt in violation of applicable law or constitutional limitations or requirements. Nothing contained in the Agreement will be interpreted as a pledge of your general tax revenues, funds or moneys.

**2. Nonappropriation of Funds.** If (a) sufficient funds are not appropriated and budgeted by your governing body in any fiscal period for Payments set forth in the Agreement or any other amounts owed to us and (b) you have exhausted all funds legally available for such payments due under the Agreement (together, a "Non-Appropriation Event"), then you will give us not less than ninety (90) days written notice (a "Termination Notice") and the Agreement will terminate as of the last day of your fiscal period for which funds for such payments are available ("Termination Date"). Such termination is without any expense or penalty, except for the portions of such payments and those expenses associated with your return of the Equipment in accordance with the Agreement for which funds have been budgeted or appropriated or are otherwise legally available. You agree that, to the extent permitted by law, you will not terminate the Agreement if any funds are appropriated by you or to you for the acquisition or use of equipment or services performing functions similar to the Equipment during your fiscal period in which such termination would occur. You shall (i) on or before the Termination Date, return the Equipment in accordance with the return requirements set forth in the Agreement, (ii) provide in the Termination Notice a certification of a responsible official that a Non-Appropriation Event has occurred, (iii) deliver to us, upon our request, an opinion of your counsel (addressed to us) verifying that the Non-Appropriation Event as set forth in the Termination Notice has occurred, and (iv) pay us all sums payable to us under the Agreement up to and including the Termination Date. You acknowledge and agree that, in the event of the termination of the Agreement and the return of the Equipment as provided for herein, you shall have no interest whatsoever in the Equipment or proceeds thereof and we shall be entitled to retain for our own account the proceeds resulting from any disposition or re-leasing of the Equipment along with any advance rentals, security deposits or other sums previously paid by you pursuant to the terms of the Agreement.

**3. Authority and Authorization.** You represent and agree that: (a) you are a state or a political subdivision or agency of a state; (b) the entering into and performance of the Agreement is authorized under your state laws and Constitution and does not violate or contradict any judgment, law, order, or regulation, or cause any default under any agreement to which you are party; (c) you have complied with all bidding requirements and, where necessary, have properly presented the Agreement for approval and adoption as a valid obligation on your part; and (d) you have sufficient appropriated funds or other moneys available to pay all amounts due under the Agreement for your current fiscal period. Upon our request, you agree to provide us with an opinion of counsel as to clauses (a) through (d) above, an incumbency certificate, and other documents that we request, with all such documents being in a form satisfactory to us.

**4. Government Use.** You agree that (a) you will comply with all information reporting requirements of the Internal Revenue Code of 1986, as amended, including but not limited to the execution and delivery to us of information statements requested by us, and (b) the use of the Equipment is essential for your proper, efficient and economic operation, you will be the only entity to use the Equipment during the term of the Agreement and you will use the Equipment only for your governmental purposes. Upon our request you will provide us with an essential use letter in a form satisfactory to us as to clause (b) above.

**5. Insurance.** You agree to provide and maintain at your own expense (a) property insurance against the loss, theft, destruction of, or damage to, the Equipment for its full replacement value, naming us as loss payee, and (b) public liability and third party property insurance, naming us as an additional insured. You will give us certificates or other evidence of such insurance on the Equipment at such times as we request. All insurance obtained from a third party insurer will be in a form, amount and with companies acceptable to us, and will provide that we will be given 30 days' advance notice of any cancellation or material change of such insurance. If you do not provide us with proof of such insurance, we may secure insurance on the Equipment to cover our interests (and only our interests). If we obtain such insurance, you will pay us an additional amount for the cost of such insurance and an administrative fee, the cost of which may be more than the cost to obtain your own insurance and on which we may make a profit.

**6. Indemnification.** With respect to any claims, actions, or suits that are made against us as a result of your actions, omissions, negligence or willful misconduct ("Claims"), to the extent permitted by law, you agree to reimburse us for, and if we request, defend us against, any such Claims.

**7. Choice of Law.** Regardless of any conflicting provision in the Agreement, **THE AGREEMENT WILL BE GOVERNED BY THE LAWS OF THE STATE IN WHICH YOU ARE LOCATED.**

8. This Addendum supplements and amends the Agreement only to the extent and in the manner set forth, and in all other respects, the Agreement will remain in full force and effect.

IN WITNESS WHEREOF the parties hereto, by their authorized signatories, have executed this Addendum at the date set forth below their respective signatures.

CUSTOMER: Woodbridge School District	LEAF CAPITAL FUNDING, LLC
By: _____	By: _____
Print _____	Print _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____