

## NEW CUSTOMER GUIDE LEASE TRANSACTION PROCESS

Thank you for choosing Lombard Technology Services for your technology financing. In order to ensure our customers are fully aware of the leasing transaction process, we have provided the following guide:

### Customer Account Set-up

Customers are asked to provide Company and identification information (unless already a Customer with the Group)

Credit sanction is sought

New technology rental Customers are provided with a Master Rental Agreement\* and Direct Debit Mandate for signature

\*A Master Rental Agreement includes general terms and conditions

### Invoice Processing

#### Our commitment to you:

3 days from receipt of invoices  
(5 working days for Sale and Leaseback)

Customer / Suppliers provide fully itemised invoices\*

Asset details are checked and loaded to create the Customer transaction Agreement (which includes a final rental quote)

Transaction Agreement and Schedule, are posted /emailed for Customer signature

\*Invoices with full asset description, itemised costs and serial numbers




## Document Processing

### Our commitment to you:

1 – 7 working days (3 days average)  
from receipt of signed documentation  
and final approval

\*Customer invoices are normally issued on the 1st of the month,  
statements on the 10th and Direct Debit payments are obtained  
on the 25th



Customer returns the signed Agreement  
and Direct Debit Mandate

The Agreement is countersigned  
and documentation is processed

The Agreement commences\*

## Payment Release

### Our commitment to you:

Payment normally clears within  
3 – 4 working days

Supplier payment is issued

Customer is provided with the  
countersigned Agreement

\*Please note estimated timescales are subject to the  
receipt of complete and correct customer information,  
invoices and documentation

Lombard Technology Services Ltd is an appointed representative  
of The Royal Bank of Scotland plc, which is authorised and  
regulated by the Financial Services Authority.

Copyright © Lombard Technology Services Limited 2005.  
All rights reserved.  
Registered in England: No 2039637.  
Registered Office: 3 Princess Way, Redhill, Surrey RH1 1NP