

How to Print Lease Agreement

1. From Tank Management, click **Lease menu**. This will open the Leases Search screen.

Tank Management

Activities

Clock Reading
Synchronize Delivery History
Generate Orders
Tank Monitor
Generate Work Orders
Lease
Budget Calculation
Virtual Meter Billing

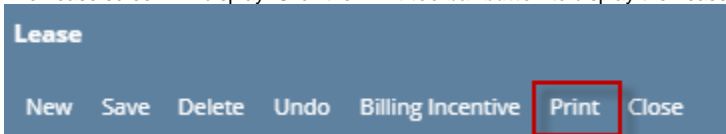
Maintenance

Consumption Sites
Customer Inquiry
Devices

Reports

Call Entry Printout
Deliveries
Delivery Fill
Events
Work Orders

2. Select a lease and click **Open toolbar button**.
3. The Lease screen will display. Click the **Print toolbar button** to display the Lease Agreement Report.



4. Details on the Lease Agreement Report contains the following:
 - **Company Name and Address** - this is the detail on the upper left side of the report. Consists of the company name, followed by the the complete address of the company (address, city, state and zip code)
 - **Generated Date** - The date when the report printed.
 - **Agreement Date** - This displays the lease start date.
 - **Customer** - Consists of the customer name, followed by the the complete address of the company (address, city, state and zip code).
 - **Equipment Detail** - This displays the Description, Serial Number and Value of the item.
 - **Agreement Letter Details** - This is the detail found on the last part of the report. It displays the letters details that has been set from Lease > Agreement Letter field.

A screenshot of a 'Report' window titled 'Lease Agreement'. The window has a blue header bar with 'Report' and window control icons. Below the header is a toolbar with icons for 'Archive', 'Close', and various report functions. The main content area displays the following information:
Lease Agreement

i21 Demo Setup Company(Source)
4242 Flagstaff Cove
Fort Wayne, IN, 46815

Generated Date: 7/11/2016 07:56 PM
Agreement Date: 7/1/2015

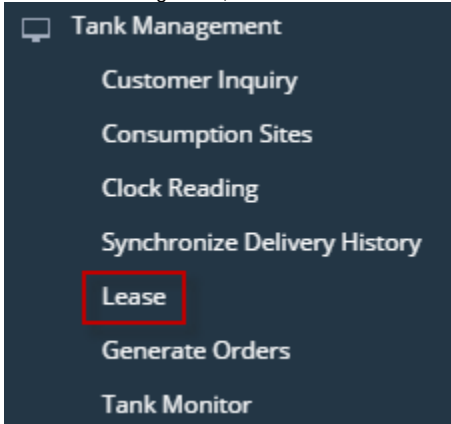
Customer: Customer A
1234 Main St.
Fort Wayne, IN, 46801

Equipment

Description	Serial Number	Value
Tank 1	Tank 1234	0.00
Total:		1,150.00

This is a sample letter 1.
The window has a status bar at the bottom with icons for help, search, and a 'Ready' status.

1. From Tank Management, click **Lease menu**. This will open the Leases Search screen.



2. Select a lease and click **Open toolbar button**.

Leases							
New	Open	Billing Incentive	Lease Billing	Equipment Usage Analysis	Refresh	Export	Close
Filter Records (73) 1 record(s) (1 selected)							
Lease Number	Serial Number	Bill to Customer Name	Bill to Customer Number	Site Customer Name	Site Customer Number	Site Number	Site Description
LEASE-11	Tank1234	Customer A	0001005078	Customer A	0001005078	1	Tank A

3. The Lease screen will display. Click the **Print toolbar button** to display the Lease Agreement Report.

Lease

New Save Delete Undo Billing Incentive **Print** Close

Details Devices Attachment (0)

Info

Lease No: LEASE-11

Start Date: 7/1/2015 Lease Code: Lease - 500

Rental Status: Active

Lease Status: Received

Agreement

Agreement Letter: L1 Print Value in Agreement: ☒

Evaluation Method: Site Product

Billing

Bill Customer: 0001005078 Name: Customer A

Billing Frequency: Yearly

Billing Month: 7 Billing Type: Gallons

Lease To Own: ☐ Don't Bill After:

Last Lease Billing Date:

Ready Page 1 of 1

4. Details on the Lease Agreement Report contains the following:

- **Company Name and Address** - this is the detail on the upper left side of the report. Consists of the company name, followed by the the complete address of the company (address, city, state and zipcode)
- **Generated Date** - The date when the report printed.
- **Agreement Date** - This displays the lease start date.
- **Customer** - Consists of the customer name, followed by the the complete address of the company (address, city, state and zipcode).
- **Equipment Detail** - This displays the Description, Serial Number and Value of the item.

- **Agreement Letter Details** - This is the detail found on the last part of the report. It displays the letters details that has been set from Lease > Agreement Letter field.

Report

Archive Close

Page 1 of 1 Pdf

Lease Agreement

i21 Demo Setup Company(Source)
4242 Flagstaff Cove
Fort Wayne, IN, 46815

Generated Date:	7/11/2016 07:56 PM
Agreement Date:	7/1/2015

Customer:	Customer A 1234 Main St. Fort Wayne, IN, 46801
-----------	--

Equipment

Description	Serial Number	Value
Tank 1	Tank1234	0.00
Total:		1,150.00

This is a sample letter 1.

Ready