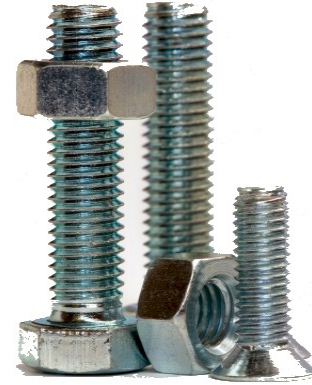


Municipal Leasing Step-By-Step

The “nuts & bolts” of the leasing process



- State
 - County
 - Municipal

- 1. Request a Quick Quote.** First Capital will prepare a one-page, written quotation with all payments and terms. Monthly, Quarterly, Semi-Annual or Annual payments—in advance or up to 12 months in arrears—whatever fits your budget!
- 2. Apply!** Our application is just two pages. We will also need a current budget and the 3 most recent audits—in on-line, PDF or hard copy format. (Under \$75,000...use our one page “Easy Ap” with no financials required.)
- 3. Credit Review & Approval.** Most leases are credit approved in 2-4 business days.
- 4. First Capital Prepares Lease Documents** and overnights them to the client. The lease includes all applicable lease terms and conditions.
- 5. The Client Signs and Returns the Lease Documents** to First Capital in our pre-addressed, prepaid UPS overnight envelope.
- 6. The Client Issues Its P.O. to Its Vendor.** All transactions are directly between the client and their respective vendors (not First Capital).
- 7. The Vendor Delivers and the Client Formally Accepts** the equipment/vehicles.
- 8. The Client Faxes a Payment Request Form & the Vendor’s Invoice** to First Capital. All Payment Requests are processed the same or next business day.
- 9. Our Bank Disburses Payment Directly To The Vendor.** Vendor disbursements are made via Bank Check, or Wire Transfer directly into the vendor’s account.
- 10. First Capital Documents All Disbursements To Vendors.** A copy of every bank check to a vendor (or a bank wire transfer confirmation) will be provided the same day payments are disbursed, as “proof of payment” for the client’s records,

 First Capital Equipment Leasing Corp.
LeaseExperts.com

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