

**COPY CONCEPTS INC.**

1111 Old Eagle School Road  
Wayne, PA 19087

07-Jan-2025

000017 000000018



BELL TOWER PARK PROPERTY OWNERS' ASSOCIATION, INC.

ATTN: AP

5100 BELL TOWER PARK BLVD

FORT MYERS FL 33912-1976



Re: Contract Number: 500-50695047 /Account Number: 4260732  
Equipment Received from Vendor: COPY CONCEPTS, INC.

We are pleased you have selected COPY CONCEPTS INC.. for your equipment financing needs. We are dedicated to providing you with excellent customer service.

Your first invoice will be mailed to the address listed above. If this is not the correct billing address, changes can be made on our Customer Self-Service site, [www.lesseedirect.com](http://www.lesseedirect.com). Below are just a few of the other features that the site has to offer:

Enroll in paperless invoicing  
View a copy of your contract  
View account details

As set forth in your contract, the equipment must be covered by insurance to protect it against loss or damage. You can satisfy this requirement by obtaining your own insurance or we will add the Equipment to our theft and physical damage policy with no deductible. You can exercise either of the options listed below.

**Option 1: We Will Insure the Equipment Under our Property Insurance Policy**

Do nothing. We will add the equipment to our property insurance policy and add an insurance charge of **\$20.48** plus applicable taxes, if any, per month (which may include a profit for COPY CONCEPTS INC. and/or any of its affiliates) to your invoice if we do not receive proof of coverage within the next 60 days. **This amount will appear after the third monthly invoice.** Additional policy information, and exclusions can be found on the attached protection program summary. If we add the equipment to our policy, you understand and agree that we may share your contact information (including an applicable email address and telephone number) and any other non-public or confidential information about your contract with our insurer or a related third-party service provider if and to the extent necessary to process a claim. You also understand that you are not an insured, an additional insured, or a loss payee under our policy.

**Option 2: Use Your Own Insurance Carrier**

If you wish to use your own property insurance on the equipment, simply submit, or have your agent or broker submit, your proof of insurance within the next 60 days. If you have already done so, thank you, and please disregard the remainder of this section. Certificates can be mailed to PO Box 5000 Johnston, IA 50131, emailed to [insurance@leasedirect.com](mailto:insurance@leasedirect.com), or submitted online at [www.lesseedirect.com](http://www.lesseedirect.com). **Your certificate must include the following information:**

1. Name COPY CONCEPTS INC., and its assignees as sole "loss payee"
2. Estimated Insurable value of your equipment
3. "All-risk or Special forms" coverage including theft
4. Your contract number listed above.

Certificates with missing or incomplete information may be rejected.

We appreciate the opportunity to serve you. If you have any questions, please contact Customer Service at 800-736-0220.

Sincerely,

COPY CONCEPTS INC.

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# Information about our equipment protection program

As stated in the attached letter, you can satisfy the property insurance requirement of your contract by obtaining your own insurance or we will add the equipment to our insurance policy providing protection against "direct physical loss" (subject to policy exclusions) with no deductible.

Please note this is for physical damage insurance. You will still be required to arrange for liability insurance if it is required by your contract with us.

Our property insurance policy provides all the coverage found in standard property insurance policies plus coverage for the additional perils of windstorm, earthquake and flood, which are often excluded from standard policies. In addition, the policy covers the replacement of the equipment, which goes beyond the "actual cash value" provision found in many standard insurance policies.

Please feel free to obtain your own insurance quote to compare. You may be able to obtain less expensive insurance on your own. Our monthly insurance charge may incorporate a profit for DLL and/or any of its affiliates.

## The insurer

We use only insurance companies rated at least "Excellent" by rating agency A.M. Best, such as Chubb Group of Insurance Companies (Federal Insurance Company) and Allianz (AGCS Marine Insurance Company).

## The insured

We, the lease/finance company, are the only insured under the policy we obtain. If we add the equipment to our policy and a covered loss occurs, we will process the claim with the insurer, and if we receive payment from the insurer, it will be applied to the equipment damage/loss claim as outlined under Valuation, below. We will also waive your responsibility under your contract for loss or damage which is covered by our policy. If we add the equipment to our policy, you understand and agree that we may share your contact information (including an applicable email address and telephone number) and any other non\_public or confidential information about your contract with our insurer or a related third-party service provider if and to the extent necessary to process a claim. You also understand that you are not an insured, an additional insured, or a loss payee under our policy.

## Notification and information requirements

If a loss or damage to the equipment occurs, please contact our Customer Management Department at 800 767 4996 as soon as possible so that we can process the claim under our policy. If the equipment has been stolen, please report the incident to the police. You should provide any information which we or our insurer may require in order to process our claim and comply with any reasonable requests that we may make.

## Equipment covered when added to our policy

Our policy covers the equipment leased or financed through us while in your possession, and located in the USA.

## Equipment and other property not covered

Buildings, aircraft, watercraft, automobiles, motor trucks, motorcycles, motor scooters or any other vehicles designed primarily for highway use; cranes, property while located underground, equipment in the course of manufacture; software

## Covered causes of loss

Direct physical loss or damage, except where listed below under Loss Not Covered.



### Loss not covered

- Acts or decisions of any person, group, organization or governmental body
- Artificial currents (artificially generated electric currents)
- Business errors (errors in installing, altering, calibrating, maintaining, repairing, testing)
- Disappearance (where no physical evidence to show what happened)
- Dishonesty (fraudulent, dishonest or criminal acts or omissions committed alone or with others)
- Errors in System Programming (errors in development, programming of or instructions to electronic data processing equipment or a machine)
- Fungus (mildew, mold or other fungi, microorganisms, spores); virus, bacteria
- Government or Military Action (seizure, confiscation, expropriation or destruction of property by order of governmental or military authority); War and Military Conflict
- Inherent Vice / Latent Defect (defective equipment)
- Damage caused by Insects or Animals
- Theft and Voluntary Parting (conversion or theft by the lessee, or lessee's voluntary parting with possession of the leased property, even if lessee is fraudulently induced to do so by trick, scheme or false pretense)
- Mechanical Breakdown
- Nuclear Hazard (nuclear reaction or radiation or radioactive contamination)
- Planning, Design, Materials or Maintenance (faulty, inadequate or defective planning, development, design, specifications, workmanship, materials, maintenance)
- Pollutants (contact with leased property causes property to be impure and harmful)
- Rot or Rust
- Changes in atmosphere or temperature
- Settling, cracking, shrinking or expansion of land, surfaces, foundations, or buildings
- Utility Supply Failure (suspension or reduction of water, electrical, gas, communication services)
- Neglect to use all reasonable means to save and preserve property from further damage at or after the time of loss
- Wear and Tear or Deterioration
- Theft of portable locating systems (including attachments and/or accessories) from any storage facility or unattended vehicle, unless the property was enclosed and securely locked within the storage facility or vehicle, and there are visible marks or signs of forced entry.

The above is a summary. In case any clarification is needed, the actual terms and conditions of the Insurance policy will govern.

### Valuation

For equipment added to our policy, coverage is afforded on a replacement cost basis, which is the cost to repair or replace the insured equipment at the time of loss or damage, but not more than is actually spent to repair or replace such equipment. However, if the insured equipment is not repaired or replaced, or has reached 60 months of age, the valuation will be actual cash value, which is replacement cost less allowance for physical deterioration, physical depreciation, obsolescence, depletion. If the equipment was financed as "used", the valuation will be actual cash value.

The equipment finance company or its affiliate is the insured party under our policy. The lessee/borrower is not an insured, an additional insured, or a loss payee under this policy.

The insurance broker for our policy is USI Insurance

Services, LLC V4.0 4/22

