



## How to Order

1. For product and pricing information, visit the [Ricoh USA, Inc.](#) website or contact [Bill Finke](#) at 505-681-1728
2. Generate a purchase order made payable to Ricoh USA, Inc. and you must reference the DIR Contract Number DIR-CPO-5028 on your purchase order.
3. E-mail or fax your purchase order and quote form to your designated vendor sales representative.