

Texas DIR Contract
DIR CPO-5413
Ordering Instructions - **Leases**

All DIR Contract Lease PO's must be formatted as follows:

Contract Name: State of Texas DIR Contract
Contract Number: DIR-CPO-5413 must be referenced on PO*
Product Name (mainframe or unit)
Product Order Numbers / Codes for mainframe or unit
Total Lease Unit Price for configuration
Quantities of each leased mainframe or unit
Monthly service must be indicated on the PO in order to be accepted by Ricoh (Service detail must be on the PO (overage rates, service level; ie Gold, etc.) Supplies and Staple refills are included.
Extended price by component
Lease term (36 / 48 /60 Months)
Number of months remaining in current fiscal year
Requested delivery date (if necessary)
Detailed customer "Ship To" address with point of contact name and phone number
Customer's complete billing address
Ricoh USA, Inc. remit to address

*Equipment is to be leased in accordance with the terms and conditions of State of Texas Department of Information Resources Contract No. DIR-CPO-5413 Appendix E Master Lease Agreement. It is acknowledged and agreed that this Purchase Order constitutes a "Schedule" as defined in the Master Lease Agreement."

Texas DIR Contract
DIR-CPO-5413

Ordering Instructions—**Cash Sale / Purchase**

All DIR Contract PO's must be formatted as follows:

Contract Name: State of Texas DIR Contract

Contract Number: DIR-CPO-5413 must be referenced on PO#

Product Names (mainframe or unit)

Product Order Numbers / Codes for mainframe or unit

Cash Price by each mainframe or unit

Quantities of each mainframe or unit

Monthly service must be indicated on the PO in order to be accepted by Ricoh (Service detail must be on the PO (overage rates, service level ie Gold, etc.) Supplies and Staple refills are included.

Extended price by component if quantities are ordered

Requested delivery date (if necessary)

Detailed customer "Ship To" address with point of contact name and phone number

Customer's complete billing address

Ricoh USA, Inc. remit to address