

ORDER DOCUMENTATION

PURCHASE ORDER VERBIAGE

Most orders are initiated by a PO only. Orders must contain the following:

- 1) "PO is subject to **NASPO Contract #140602** and **State of NEVADA PA #99SWC-NV20-3282**"
- 2) Customer Name, Address, Contact, & Phone-Number
- 3) Purchase order amount
- 4) Itemized list of accessories
- 5) Remit to address
- 6) Service Program Type (Normally the Standard Service program with CPC rate identified)

LEASES

For Lease transactions, in addition to the verbiage above, PO's will indicate (i) the type of financing acquisition method (Straight, or Capital Lease (Polisubs ONLY)) (ii) and the appropriate term of lease (24, 36, 48, 60 months). Customers that do not issue PO's may execute the approved Ricoh SLG Lease document but must place the verbiage on the leasing document.

RENTALS

For Short Term or Cancellable Rentals, in addition to the verbiage above, please indicate the type of rental and appropriate term (24, 36, 48, 60 months for Cancellable, and 12 or 18 months for Short Term).

SERVICE DOCUMENTATION

The Ricoh "Master Maintenance and Sale Agreement" is incorporated by exhibit into the Master Agreement. Therefore, Customers do not need to sign additional service contract documentation.