

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Ricoh Fleet Printers, Master Lease Agreement Renewal	
FROM: Adam Ward, IT Services Director	MEETING DATE: 3/4/24
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Recommendation Form, Ricoh Master Lease Agreement, Ricoh Master Maintenance and Sale Agreement, Ricoh Fleet Refresh Schedule, Ricoh Order Agreement, Ricoh Streamline NX Upgrade Document, Ricoh Statement of Work, and Ricoh Equipment Removal Authorization	

PURPOSE:

Renewal of the Master Lease Agreement between the City of High Point and Ricoh USA, Inc.

BACKGROUND:

In 2019, the City entered into a lease agreement with Ricoh USA, Inc. to provide a fleet of efficient multi-function printers to address staff printing, scanning, and copying needs. This agreement is a renewal of the original lease agreement. In the proposed renewal, the fleet has been right-sized based on demand. Removal of existing equipment, installation and configuration of new equipment, maintenance, and support are covered under the agreement.

BUDGET IMPACT:

The new lease agreement is under a cooperative purchasing contract (GOVMVMT). The new purchasing agreement will save the City \$28,031.98 over the 59 month lease period compared to the previous agreement. Funds will be made available in FY 24-29 through rental billing of the departments using Ricoh Fleet Printers. The total fund agreement across the 59-month lease will be \$986,316.57.

RECOMMENDATION /ACTION REQUESTED:

The Department of IT Services recommends that City Council approve the Master Lease Agreement Renewal with Ricoh USA, Inc. and that the appropriate City official and/or employee be authorized to execute all necessary documents.



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: Information Technology Services

COUNCIL AGENDA DATE: 3/4/24

BID NO.:

CONTRACT NO.:

DATE OPENED:

DESCRIPTION:

In 2019, the City entered into a lease agreement with Ricoh USA, Inc. to provide a fleet of efficient multi-function printers to address staff printing, scanning, and copying needs. This agreement is a renewal of the original lease agreement. In the proposed renewal, the fleet has been right-sized based on demand. Removal of existing equipment, installation and configuration of new equipment, maintenance, and support are covered under the agreement.

PURPOSE:

Renewal of the master lease agreement between the City of High Point and Ricoh USA, Inc.

COMMENTS:

The new lease agreement is under a cooperative purchasing contract (GOVMVT). The new purchasing agreement will save the City \$28,031.98 over the 59 month lease period compared to the previous agreement. Funds will be made available in FY 24-29 through rental billing of the departments using Ricoh Fleet Printers. The total fund agreement across the 59 month lease will be \$986,316.57.

RECOMMEND AWARD TO:

Ricoh USA, Inc.

AMOUNT:

986,316.57

JUSTIFICATION:

The maintenance and support agreement referenced in this document are pre-existing. This acquisition, is a renewal of those services.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
Spread across AUs of participating departments				986,316.57
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD:

Adam Ward

Digitally signed by Adam Ward
Date: 2024.02.16 08:14:31 -05'00'

DATE:

2/16/24

The Purchasing Division concurs with recommendation submitted by the
award to the lowest responsible, responsive bidder

and recommends

in the amount of \$

PURCHASING MANAGER:

DATE:

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR:

DATE:

CITY MANAGER:

DATE:

GOVMVMT Master Lease Agreement

Number: _____

CUSTOMER INFORMATION

Full Legal Name				
City of High Point				
Address				
211 S Hamilton Street				
City	State	Zip	Contact	Telephone Number
High Point	NC	27621	Candy Harmon	(336) 883-3222
Federal Tax ID Number*	Facsimile Number		E-mail Address	
(Do Not Insert Social Security Number)			candy.harmon@highpointnc.gov	

*Not required for State and Local Government entities.

This GOVMVMT Master Lease Agreement ("Lease Agreement") has been written in clear, easy to understand English. When we use the words "you", "your" or "Customer" in this Lease Agreement, we mean you, our customer, as indicated above. When we use the words "we", "us" or "our" in this Lease Agreement, we mean Ricoh USA, Inc. ("Ricoh") or, if we assign this Lease Agreement or any Schedules executed in accordance with this Lease Agreement, pursuant to Section 13 below, the Assignee (as defined below). Our corporate office is located at 300 Eagleview Blvd #200, Exton, PA 19341.

- Agreement.** This Lease Agreement is executed pursuant to the GOVMVMT contract by and between Ricoh USA, Inc. and the lead agency, Unified School District No. 233 of Johnson County, Kansas, a public school district organized and existing under the constitution and laws of the State of Kansas (the "District") having an Agreement Number 0022025. We agree to lease or rent, as specified in any equipment schedule executed by you and us and incorporating the terms of this Lease Agreement by reference (a "Schedule"), to you, and you agree to lease or rent, as applicable, from us, subject to the terms of this Lease Agreement and such Schedule, the personal and intangible property described in such Schedule. The personal and intangible property described on a Schedule (together with all attachments, replacements, parts, substitutions, additions, repairs, and accessories incorporated in or affixed to the property and any license or subscription rights associated with the property) will be collectively referred to as "Product." The manufacturer of the tangible Product shall be referred to as the "Manufacturer." To the extent the Product includes intangible property or associated services such as periodic software licenses and prepaid data base subscription rights, such intangible property shall be referred to as the "Software."
- Schedules; Delivery and Acceptance.** Each Schedule that incorporates this Lease Agreement shall be governed by the terms and conditions of this Lease Agreement, as well as by the terms and conditions set forth in such individual Schedule. Each Schedule shall constitute a complete agreement separate and distinct from this Lease Agreement and any other Schedule. In the event of a conflict between the terms of this Lease Agreement and any Schedule, the terms of such Schedule shall govern and control, but only with respect to the Product subject to such Schedule. The termination of this Lease Agreement will not affect any Schedule executed prior to the effective date of such termination. When you receive the Product, you agree to inspect it to determine it is in good working order. Scheduled Payments (as specified in the applicable Schedule) will begin on the Product delivery and acceptance date ("Effective Date"). You agree to sign and return to us a delivery and acceptance certificate (which, at our request, may be done electronically) within three (3) business days after any Product is installed.
- Term; Payments.** The first scheduled Payment (as specified in the applicable Schedule) ("Payment") will be due on the Effective Date or such later date as we may designate. The remaining Payments will be due on the same day of each subsequent month, unless otherwise specified on the applicable Schedule. If any Payment or other amount payable under any Schedule is not received within ten (10) days of its due date, you will pay to us, in addition to that Payment, a one-time late charge of 5% of the overdue Payment (but in no event greater than the maximum amount allowed by applicable law). You also agree to pay all shipping and delivery costs associated with the ownership or use of the Product, which amounts may be included in your Payment or billed separately. You agree to pay \$25.00 for each check returned for insufficient funds or for any other reason. You also agree that, except as set forth in Section 18 below, THIS IS AN UNCONDITIONAL, NON-CANCELABLE AGREEMENT FOR THE MINIMUM TERM INDICATED ON ANY SCHEDULE TO THIS LEASE AGREEMENT. All Payments to us are "net" and unconditional and are not subject to set off, defense, counterclaim or reduction for any reason. You agree that you will remit payments to us in the form of company checks (or personal checks in the case of sole proprietorships), direct debit or wires only. You also agree that cash and cash equivalents are not acceptable forms of payment for this Lease Agreement or any Schedule and that you will not remit such forms of payment to us. Payment in any other form may delay processing or be returned to you. Furthermore, only you or your authorized agent as approved by us will remit payments to us.
- Product Location; Use and Repair.** You will keep and use the Product only at the Product Location shown in the applicable Schedule. You will not move the Product from the location specified in the applicable Schedule or make any alterations, additions or replacements to the Product without our prior written consent, which consent will not be unreasonably withheld. At your own cost and expense, you will keep the Product eligible for any Manufacturer's certification as to maintenance and in compliance with applicable laws and in good condition, except for ordinary wear and tear. You shall engage Ricoh, its subsidiaries or affiliates, or an independent third party (the "Servicer") to provide maintenance and support services pursuant to a separate agreement for such purpose ("Maintenance Agreement"). All alterations, additions or replacements will become part of the Product and our property at no cost or expense to us. We may inspect the Product at any reasonable time.
- Taxes and Fees.** To the extent not prohibited by applicable law and unless and to the extent you are exempt and provide a valid exemption certificate to us, in addition to the payments under this Lease Agreement, you agree to pay all taxes (other than property taxes), assessments, fees and charges governmentally imposed upon our purchase, ownership, possession, leasing, renting, operation, control or use of the Product. If we are required to pay upfront sales or use tax and you opt to pay such tax over the term of the lease and not as a lump sum at lease inception, then you agree to pay us a "Sales Tax Administrative Fee" equal to 3.5% of the total tax due per year, to be included as part of the Payment. A valid sales and use tax exemption certificate must be provided to us within ninety (90) days of the first invoice to receive a credit/waiver of sales tax.
- Warranties:** We transfer to you, without recourse, for the term of each Schedule, any written warranties made by the Manufacturer or Software Supplier (as defined in Section 10 of this Lease Agreement) with respect to the Product leased or rented pursuant to such Schedule. YOU ACKNOWLEDGE THAT YOU HAVE SELECTED THE PRODUCT BASED ON YOUR OWN JUDGMENT AND YOU HEREBY AFFIRMATIVELY DISCLAIM RELIANCE ON ANY ORAL REPRESENTATION CONCERNING THE PRODUCT MADE TO YOU. However, if you enter into a Maintenance Agreement with Servicer with respect to any Product, no provision, clause or paragraph of this Lease Agreement shall alter, restrict, diminish or waive the rights, remedies or benefits that you may have against Servicer under such Maintenance Agreement. WE MAKE NO WARRANTY, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. AS TO US AND OUR ASSIGNEE, YOU LEASE OR RENT THE PRODUCT "AS-IS." We warrant that we will not interfere with your quiet enjoyment of the use of the Product so long as no event of default under this Lease Agreement or any Schedule

shall have occurred and be continuing. The only warranties, express or implied, made to you are the warranties (if any) made by the Manufacturer and/or Servicer to you in any documents, other than this Lease Agreement, executed by and between the Manufacturer and/or Servicer and you BOTH PARTIES AGREE THAT, NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY IS RESPONSIBLE FOR, AND NEITHER PARTY WILL MAKE ANY CLAIM AGAINST THE OTHER FOR ANY CONSEQUENTIAL, SPECIAL, OR INDIRECT DAMAGES.

7. **Loss or Damage.** You are responsible for any theft of, destruction of, or damage to the Product (collectively, "Loss") from any cause at all, whether or not insured, from the time of Product delivery to you until it is delivered to us at the end of the term of the Schedule. You are required to make all Payments even if there is a Loss. You must notify us in writing immediately of any Loss. Then, at our option, you will either (a) repair the Product so that it is in good condition and working order, eligible for any Manufacturer's certification, (b) pay us the amounts specified in Section 12 below, or (c) replace the Product with equipment of like age and capacity from Ricoh.
8. **Indemnity, Liability and Insurance.** (a) To the extent not prohibited by applicable law, you agree to indemnify us, defend us and hold us harmless from all claims arising out of the death or bodily injury of any person or the damage, loss or destruction of any tangible property caused by or to the Product, except to the extent caused by our gross negligence or willful misconduct. (b) You agree to maintain insurance to cover the Product for all types of loss, including, without limitation, theft, in an amount not less than the full replacement value and you will name us as an additional insured and loss payee on your insurance policy. In addition, you agree to maintain comprehensive public liability insurance, which, upon our request, shall be in an amount acceptable to us and shall name us as an additional insured. Such insurance will provide that we will be given thirty (30) days advance notice of any cancellation. Upon our request, you agree to provide us with evidence of such insurance in a form reasonably satisfactory to us. If you fail to maintain such insurance or to provide us with evidence of such insurance, we may (but are not obligated to) obtain insurance in such amounts and against such risks as we deem necessary to protect our interest in the Product. Such insurance obtained by us will not insure you against any claim, liability or loss related to your interest in the Product and may be cancelled by us at any time. You agree to pay us an additional amount each month to reimburse us for the insurance premium and an administrative fee, on which we or our affiliates may earn a profit. In the event of loss or damage to the Product, you agree to remain responsible for the Payment obligations under this Lease Agreement until the Payment obligations are fully satisfied.
9. **Title; Recording.** We are the owner of and will hold title to the Product (except for any Software). You will keep the Product free of all liens and encumbrances. Except as reflected on any Schedule, you agree that this Lease Agreement is a true lease. However, if any Schedule is deemed to be intended for security, you hereby grant to us a purchase money security interest in the Product covered by the applicable Schedule (including any replacements, substitutions, additions, attachments and proceeds) as security for the payment of the amounts under each Schedule. You authorize us to file a copy of this Lease Agreement and/or any Schedule as a financing statement, and you agree to promptly execute and deliver to us any financing statements covering the Product that we may reasonably require; provided, however, that you hereby authorize us to file any such financing statement without your authentication to the extent permitted by applicable law.
10. **Software or Intangibles.** To the extent that the Product includes Software, you understand and agree that we have no right, title or interest in the Software, and you will comply throughout the term of this Lease Agreement with any license and/or other agreement ("Software License") entered into with the supplier of the Software ("Software Supplier"). You are responsible for entering into any Software License with the Software Supplier no later than the Effective Date.
11. **Default.** Each of the following is a "Default" under this Lease Agreement and all Schedules: (a) you fail to pay any Payment or any other amount within thirty (30) days of its due date, (b) any representation or warranty made by you in this Lease Agreement is false or incorrect and/or you do not perform any of your other obligations under this Lease Agreement or any Schedule and/or under any other agreement with us or with any of our affiliates and this failure continues for thirty (30) days after we have notified you of it, (c) a petition is filed by or against you or any guarantor under any bankruptcy or insolvency law or a trustee, receiver or liquidator is appointed for you, any guarantor or any substantial part of your assets, (d) you or any guarantor makes an assignment for the benefit of creditors, (e) any guarantor dies, stops doing business as a going concern or transfers all or substantially all of such guarantor's assets, or (f) you stop doing business as a going concern or transfer all or substantially all of your assets.
12. **Remedies.** If a Default occurs, we may do one or more of the following: (a) we may cancel or terminate this Lease Agreement and/or any or all Schedules, to which such Default relates (b) we may require you to immediately pay to us, as compensation for loss of our bargain and not as a penalty, a sum equal to: (i) all past due Payments and all other amounts then due and payable under this Lease Agreement or any Schedule; and (ii) the present value of all unpaid Payments for the remainder of the term of each Schedule plus the present value of our anticipated value of the Product at the end of the initial term of any Schedule (or any renewal of such Schedule), each discounted at a rate equal to 3% per year to the date of default, and we may charge you interest on all amounts due us from the date of default until paid at the rate of 1.5% per month, but in no event more than the maximum rate permitted by applicable law. We agree to apply the net proceeds (as specified below in this Section) of any disposition of the Product to the amounts that you owe us; (c) we may require you to deliver the Product to us as set forth in Section 14; (d) we or our representative may peacefully repossess the Product without court order and you will not make any claims against us for damages or trespass or any other reason; (e) we may exercise any and all other rights or remedies available to a lender, secured party or lessor under the Uniform Commercial Code ("UCC"), including, without limitation, those set forth in Article 2A of the UCC, and at law or in equity; (f) we may immediately terminate your right to use the Software including the disabling (on-site or by remote communication) of any Software; (g) we may demand the immediate return and obtain possession of the Software and re-license the Software at a public or private sale; (h) we may cause the Software Supplier to terminate the Software License, support and other services under the Software License, and/or (i) at our option, we may sell, re-lease, or otherwise dispose of the Product under such terms and conditions as may be acceptable to us in our discretion. You agree to pay all of our costs of enforcing our rights against you, including reasonable attorneys' fees, and all costs related to the sale or disposition of the Product including, without limitation, incidental damages expended in the repossession, repair, preparation, and advertisement for sale or lease or other disposition of the Product. If we take possession of the Product (or any Software, if applicable), we may sell or otherwise dispose of it with or without notice, at a public or private disposition, and to apply the net proceeds (after we have deducted all costs, including reasonable attorneys' fees) to the amounts that you owe us. You agree that, if notice of sale is required by law to be given, five (5) days' notice shall constitute reasonable notice. You will remain responsible for any deficiency that is due after we have applied any such net proceeds.
13. **Ownership of Product; Assignment.** YOU HAVE NO RIGHT TO SELL, TRANSFER, ENCUMBER, SUBLET OR ASSIGN THE PRODUCT OR THIS LEASE AGREEMENT OR ANY SCHEDULE WITHOUT OUR PRIOR WRITTEN CONSENT (which consent shall not be unreasonably withheld). You agree that we may sell or assign all or a portion of our interests in the Product and/or this Lease Agreement or any Schedule without notice to you even if less than all the Payments have been assigned. In that event, the assignee (the "Assignee") will have such rights as we assign to them but none of our obligations (we will keep those obligations) and the rights of the Assignee will not be subject to any claims, defenses or set offs that you may have against us. No assignment to an Assignee will release Ricoh from any obligations Ricoh may have to you hereunder. The Maintenance Agreement you have entered into with a Servicer will remain in full force and effect with Servicer and will not be affected by any such assignment. You acknowledge that the Assignee did not manufacture or design the Product and that you have selected the Manufacturer, Servicer and the Product based on your own judgment.
14. **Renewal; Return of Product.** AFTER THE MINIMUM TERM OR ANY EXTENSION OF ANY SCHEDULE TO THIS LEASE AGREEMENT, SUCH SCHEDULE WILL AUTOMATICALLY RENEW ON A MONTH-TO-MONTH BASIS UNLESS EITHER PARTY NOTIFIES THE OTHER IN WRITING AT LEAST THIRTY (30) DAYS, BUT NOT MORE THAN ONE HUNDRED TWENTY (120) DAYS, PRIOR TO THE EXPIRATION OF THE MINIMUM TERM OR EXTENSION OF SUCH SCHEDULE; PROVIDED, HOWEVER, THAT AT ANY TIME DURING ANY MONTH-TO-MONTH RENEWAL, WE HAVE THE RIGHT, UPON THIRTY (30) DAYS NOTICE, TO DEMAND THAT YOU RETURN THE PRODUCT TO US IN ACCORDANCE WITH THE TERMS OF THIS SECTION 14. Notwithstanding the foregoing, nothing herein is intended to provide, nor shall be interpreted as providing, (a) you with a legally enforceable option to extend or renew the terms of this Lease Agreement or any Schedule, or (b) us with a legally enforceable option to compel any such extension or renewal. At the end of or upon termination of each Schedule, you will immediately return the Product subject to such expired Schedule to us (or our designee), to the location designated by us, in as good condition as when you received it, except for ordinary wear and tear. Ricoh (or our designee) shall bear all shipping charges. You must pay additional monthly Payments at the same rate as then in effect under a Schedule, until the Product is received in good condition and working order by us or our designees. Notwithstanding anything to the contrary set forth in this Lease Agreement, the parties

acknowledge and agree that we shall have no obligation to remove, delete, preserve, maintain or otherwise safeguard any information, images or content retained by or resident in any Products leased by you hereunder, whether through a digital storage device, hard drive or other electronic medium ("Data Management Services"). If desired, you may engage Ricoh to perform Data Management Services at then-prevailing rates. You acknowledge that you are responsible for ensuring your own compliance with legal requirements in connection with data retention and protection and that we do not provide legal advice or represent that the Products will guarantee compliance with such requirements. The selection, use and design of any Data Management Services, and any decisions arising with respect to the deletion or storage of data, as well as the loss of any data resulting therefrom, shall be your sole and exclusive responsibility.

15. Miscellaneous. It is the intent of the parties that this Lease Agreement and any Schedule shall be deemed and constitute a "finance lease" as defined under and governed by Article 2A of the UCC. ORAL AGREEMENTS OR COMMITMENTS TO LOAN MONEY, EXTEND CREDIT OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT INCLUDING PROMISES TO EXTEND OR RENEW SUCH DEBT ARE NOT ENFORCEABLE. YOU AGREE THAT THE TERMS AND CONDITIONS CONTAINED IN THIS LEASE AGREEMENT AND IN EACH SCHEDULE MAKE UP THE ENTIRE AGREEMENT BETWEEN US REGARDING THE LEASING OR RENTAL OF THE PRODUCT AND SUPERSEDE ALL PRIOR WRITTEN OR ORAL COMMUNICATIONS, UNDERSTANDINGS OR AGREEMENTS BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER CONTAINED HEREIN, INCLUDING, WITHOUT LIMITATION, PURCHASE ORDERS. Any purchase order, or other ordering documents, will not modify or affect this Lease Agreement or any Schedule, nor have any other legal effect and shall serve only the purpose of identifying the equipment ordered. You authorize us to supply any missing "configure to order" number ("CTO"), other equipment identification numbers (including, without limitation, serial numbers), agreement/schedule identification numbers and/or dates in this Lease Agreement or any Schedule. You acknowledge that you have not been induced to enter into this Lease Agreement by any representation or warranty not expressly set forth in this Lease Agreement. Neither this Lease Agreement nor any Schedule is binding on us until we sign it. Any change in any of the terms and conditions of this Lease Agreement or any Schedule must be in writing and signed by us. If we delay or fail to enforce any of its rights under this Lease Agreement with respect to any or all Schedules, we will still be able to enforce those rights at a later time. All notices shall be given in writing and sent either (a) by certified mail or recognized overnight delivery service, postage prepaid, addressed to the party receiving the notice at the address shown on the front of this Lease Agreement, or (b) by facsimile transmission, with oral confirmation, to the facsimile number shown below such party's signature on this Lease Agreement. Either party may change its address or facsimile number by giving written notice of such change to the other party. Notices shall be effective on the date sent. Each of our respective rights and indemnities will survive the termination of this Lease Agreement and each Schedule. If more than one customer has signed this Lease Agreement or any Schedule, each customer agrees that its liability is joint and several. It is the express intent of the parties not to violate any applicable usury laws or to exceed the maximum amount of time price differential or interest, as applicable, permitted to be charged or collected by applicable law, and any such excess payment will be applied to payments in the order of maturity, and any remaining excess will be refunded to you. We make no representation or warranty of any kind, express or implied, with respect to the legal, tax or accounting treatment of this Lease Agreement and any Schedule and you acknowledge that we are an independent contractor and not your fiduciary. You will obtain your own legal, tax and accounting advice related to this Lease Agreement or any Schedule and make your own determination of the proper accounting treatment of this Lease Agreement or any Schedule. We may receive compensation from the Manufacturer or supplier of the Product in order to enable us to reduce the cost of leasing or renting the Product to you under this Lease Agreement or any Schedule below what we otherwise would charge. If we received such compensation, the reduction in the cost of leasing or renting the Product is reflected in the Minimum Payment specified in the applicable Schedule. You authorize us, our agent and/or our Assignee to obtain credit reports and make credit inquiries regarding you and your financial condition and to provide your information, including payment history, to our Assignee and third parties having an economic interest in this Lease Agreement, any Schedule or the Product. You agree to provide updated annual and/or quarterly financial statements to us upon request.
16. Governing Law; Jurisdiction; Waiver of Trial By Jury and Certain Rights and Remedies Under The Uniform Commercial Code. YOU AGREE THAT THIS LEASE AGREEMENT AND ANY SCHEDULE WILL BE GOVERNED UNDER THE LAW FOR THE STATE WHERE YOUR PRINCIPAL PLACE OF BUSINESS OR RESIDENCE IS LOCATED. YOU ALSO CONSENT TO THE VENUE AND NON-EXCLUSIVE JURISDICTION OF ANY COURT LOCATED IN THE STATE WHERE YOUR PRINCIPAL PLACE OF BUSINESS OR RESIDENCE IS LOCATED TO RESOLVE ANY CONFLICT UNDER THIS LEASE AGREEMENT. TO THE EXTENT NOT PROHIBITED BY APPLICABLE LAW, THE PARTIES TO THIS LEASE AGREEMENT EACH WAIVE THE RIGHT TO TRIAL BY JURY IN THE EVENT OF A LAWSUIT. TO THE EXTENT PERMITTED BY APPLICABLE LAW, YOU WAIVE ANY AND ALL RIGHTS AND REMEDIES CONFERRED UPON A CUSTOMER OR LESSEE BY ARTICLE 2A OF THE UCC THAT YOU MAY HAVE AGAINST US (BUT NOT AGAINST THE MANUFACTURER OF THE PRODUCT). TO HELP THE GOVERNMENT FIGHT THE FUNDING OF TERRORISM AND MONEY LAUNDERING ACTIVITIES, FEDERAL LAW REQUIRES ALL FINANCIAL INSTITUTIONS TO OBTAIN, VERIFY AND RECORD INFORMATION THAT IDENTIFIES EACH PERSON WHO OPENS AN ACCOUNT. WHAT THIS MEANS FOR YOU: WHEN YOU OPEN AN ACCOUNT, WE WILL ASK FOR YOUR NAME, ADDRESS AND OTHER INFORMATION THAT WILL ALLOW US TO IDENTIFY YOU. WE MAY ASK TO SEE IDENTIFYING DOCUMENTS.
17. Counterparts; Facsimiles. Each Schedule may be executed in counterparts. The counterpart which has our original signature and/or is in our possession or control shall constitute chattel paper as that term is defined in the UCC and shall constitute the original agreement for all purposes, including, without limitation, (a) any hearing, trial or proceeding with respect to such Schedule, and (b) any determination as to which version of such Schedule constitutes the single true original item of chattel paper under the UCC. If you sign and transmit a Schedule to us by facsimile or other electronic transmission, the facsimile or such electronic transmission of such Schedule, upon execution by us (manually or electronically, as applicable), shall be binding upon the parties. You agree that the facsimile or other electronic transmission of a Schedule containing your facsimile or other electronically transmitted signature, which is manually or electronically signed by us, shall constitute the original agreement for all purposes, including, without limitation, those outlined above in this Section. You agree to deliver to us upon our request the counterpart of such Schedule containing your original manual signature.
18. State and Local Government Provisions. If the Customer is a State or political subdivision of a State, as those terms are defined in Section 103 of the Internal Revenue Code, the following additional terms and conditions shall apply:
 - (a) Essentiality. During the term of this Lease Agreement and any Schedule, the Product will be used solely for the purpose of performing one or more governmental or proprietary functions consistent with the permissible scope of your authority. You represent and warrant that the use of the Product is essential to performing such governmental or proprietary functions.
 - (b) Non-Appropriation/Non-Substitution. (i) If all of the following shall occur: (A) your governing body fails to appropriate sufficient monies in any fiscal period for rentals and other payments coming due under a Schedule to this Lease Agreement in the next succeeding fiscal period for any equipment which will perform services and functions which in whole or in part are essentially the same services and functions performed by the Product covered by any such Schedule, (B) other funds are not available for such payments, and (C) the non-appropriation of funds did not result from any act or failure to act on your part, then a "Non-Appropriation" shall be deemed to have occurred. (ii) If a Non-Appropriation occurs, then: (A) you must give us immediate notice of such Non-Appropriation and provide written notice of such failure by your governing body at least sixty (60) days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by such date, immediately upon Non-Appropriation, (B) no later than the last day of the fiscal year for which appropriations were made for the rental due under any Schedule to this Lease Agreement (the "Return Date"), you shall return to us all, but not less than all, of the Product covered by such Schedule to this Lease Agreement, at your sole expense, in accordance with the terms hereof; and (C) any Schedule to this Lease Agreement shall terminate on the Return Date without penalty or expense to you and you shall not be obligated to pay the rentals beyond such fiscal year, provided that (x) you shall pay any and all rentals and other payments due up through the end of the last day of the fiscal year for which appropriations were made and (y) you shall pay month-to-month rent at the rate set forth in any such Schedule for each month or part thereof that you fail to return the Product as required herein. (iii) Upon any such Non-Appropriation, upon our request, you will provide, upon our request, an opinion of independent counsel (who shall be reasonably acceptable to us), in form reasonably acceptable to us, confirming the Non-Appropriation and providing reasonably sufficient proof of such Non-Appropriation.

- (c) Funding Intent. You represent and warrant to us that you presently intend to continue this Lease Agreement and any Schedule hereto for the entire term of such Schedule and to pay all rentals relating to such Schedule and to do all things lawfully within your power to obtain and maintain funds from which the rentals and all other payments owing under such Schedule may be made. The parties acknowledge that appropriation for rentals is a governmental function to which you cannot contractually commit yourself in advance and this Lease Agreement shall not constitute such a commitment. To the extent permitted by law, the person or entity in charge of preparing your budget will include in the budget request for each fiscal year during the term of each Schedule, respectively, to this Lease Agreement an amount equal to the rentals (to be used for such rentals) to become due in such fiscal year, and will use all reasonable and lawful means available to secure the appropriation of money for such fiscal year sufficient to pay all rentals coming due during such fiscal year.
- (d) Authority and Authorization. (i) You represent and warrant to us that: (A) you are a State or political subdivision of a State, as those terms are defined in Section 103 of the Internal Revenue Code; (B) you have the power and authority to enter into this Lease Agreement and all Schedules to this Lease Agreement; (C) this Lease Agreement and all Schedules to this Lease Agreement have been duly authorized, executed and delivered by you and constitute valid, legal and binding agreement(s) enforceable against you in accordance with their terms; and (D) no further approval, consent or withholding of objections is required from any governmental authority with respect to this Lease Agreement or any Schedule to this Lease Agreement. (ii) If and to the extent required by us, you agree to provide us with an opinion of independent counsel (who shall be reasonably acceptable to us) confirming the foregoing and other related matters, in form and substance acceptable to us. (iii) You agree to take all required actions and to file all necessary forms, including IRS Forms 8038-G or 8038-GC, as applicable, to preserve the tax exempt status of this Lease Agreement and all Schedules thereto. (iv) You agree to provide us with any other documents that we may reasonably request in connection with the foregoing and this Lease Agreement.
- (e) Assignment. You agree to acknowledge any assignment to the Assignee in writing, if so requested, and, if applicable, to keep a complete and accurate record of all such assignments in a manner that complies with Section 149(a) of the Internal Revenue Code and the regulations promulgated thereunder.

IN WITNESS WHEREOF, the parties have executed this Lease Agreement as of the dates set forth below.

THE PERSON SIGNING THIS LEASE AGREEMENT ON BEHALF OF THE CUSTOMER REPRESENTS THAT HE/SHE HAS THE AUTHORITY TO DO SO.

<p>CUSTOMER</p> <p>By: X _____ <i>Authorized Signer Signature</i></p> <p>Printed Name: _____</p> <p>Title: _____ Date: _____</p> <p>Facsimile Number: _____</p>	<p>Accepted by: RICOH USA, INC.</p> <p>By: _____ <i>Authorized Signer Signature</i></p> <p>Printed Name: _____</p> <p>Title: _____ Date: _____</p> <p>Facsimile Number: _____</p>
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GOVMVMT MASTER MAINTENANCE & SALE AGREEMENT

CUSTOMER INFORMATION					
Full Legal Name	City of High Point				
Address	211 S Hamilton Street				
City	High Point	State	NC	Zip Code	27621

This GOVMVMT Master Maintenance & Sale Agreement (“Agreement”) sets forth the specific terms and conditions under which Ricoh USA, Inc. (“Ricoh”) agrees to sell the specific equipment, software, and/or hardware (“Products”) and/or provide the services (“Services”) identified on an Order (defined below). This Agreement is executed pursuant to the contract by and between Ricoh, and the lead agency, Unified School District No. 233 of Johnson County, Kansas, a public school district organized and existing under the constitution and laws of the State of Kansas (the “District”) having an Agreement Number 0022025. In order to obtain Products and/or Services from Ricoh hereunder, Customer will either: (i) execute an order form (in a form to be provided and executed by Ricoh) referencing this Agreement; or (ii) issue a purchase order to Ricoh (each, an “Order”). Either party may terminate this Agreement at any time upon prior written notice to the other. Termination of this Agreement shall not, however, alter or otherwise modify the rights or obligations of the parties with respect to any Order placed and accepted prior to such termination. Each Order is separately enforceable as a complete and independent binding agreement, independent of all other Orders, if any.

Terms applicable to Service transactions only:

1. **Services.** (a) Each Order for Services must identify the specific Services to be performed, including, if applicable, the equipment to be serviced (the “Serviced Products”), the Term (defined in Section 3) of the Service engagement, the location at which Services shall be performed and the applicable Service Charges (defined in Section 4) for such Order. Ricoh will not be responsible to provide Services for Serviced Products in the event the Term and location(s) are not identified on the Order accepted by Ricoh.

(b) For maintenance and repair Services, Ricoh will repair or replace in accordance with the terms and conditions of this Agreement and the manufacturer’s specifications, any part of the Serviced Products that becomes unserviceable due to normal usage (other than consumable supplies). Replacement parts will be furnished on an exchange basis and will be new, reconditioned or used. All parts removed due to replacement will become the property of Ricoh.

(c) The maintenance and repair Services provided by Ricoh under an Order will not include the following: (i) repairs resulting from misuse (including, without limitation, using unauthorized media, improper voltage, or the use of consumable or other supplies or media that do not conform to the manufacturer’s specifications) or the failure to provide, or the failure of, adequate electrical power, air conditioning, humidity control, or other failure to provide a suitable operating environment; (ii) repairs made necessary by service performed by persons other than Ricoh representatives; (iii) unless covered under an extended hour service contract, service calls or work which Customer requests to be performed outside of Normal Business Hours (defined below) and Service calls or work which Customer requests to be performed on Ricoh Holidays (defined below); (iv) repairs or replacements that are materially hindered by Customer’s failure to perform the Customer obligations set forth in the Agreement or applicable Order; (v) repairs or replacement of any removable cassette, copy cabinet, exit trays, or any item not related to the mechanical or electrical operation of the Serviced Products; (vi) consumable supplies such as paper, staples, refillable staple cartridges (even under a staples inclusive Order), or any toner (other than black, cyan, yellow, magenta under a toner inclusive Order), unless expressly provided for in the applicable Order; (vii) repairs, service calls and/or connectivity of attachments not purchased from Ricoh; (viii) any software, system support or related connectivity unless specified in writing by Ricoh; (ix) parts no longer available from the applicable manufacturer; (x) electrical work external to the Serviced Products, including problems resulting from overloaded or improper circuits; (xi) installation or de-installation and/or movement of the Serviced Products from one location to another unless specified in writing by Ricoh; (xii) maintenance or repairs of any Serviced Product that is relocated by someone other than Ricoh or a Ricoh authorized agent until such Serviced Product passes inspection by a Ricoh technician at the new location demonstrating that the Serviced Product was not damaged during the move and functions in accordance with the applicable manufacturer’s specifications, and Customer understands that a minimum one (1) hour labor charge (or longer, depending on the circumstances) at then-prevailing time and materials rates will apply for inspection of the equipment at the new location; (xiii) repairs of damage or increase in service time caused by Force Majeure Conditions; (xiv) reconditioning and similar major overhauls of Serviced Products; (xv) any obligation to remove, delete, preserve, maintain or otherwise safeguard any information, images or content retained by or resident in any Serviced Products, whether through a digital storage device, hard drive or other electronic medium (“Data Management Services”), unless Customer engages Ricoh to perform such Data Management Services at then-prevailing rates pursuant to an Order for such purpose; and (xvi) engineering changes which provide additional capabilities to the Ricoh Equipment (defined in Section 13) covered herein unless made at Customer’s request and paid at Ricoh’s applicable time and material rates then in effect. Damage to Serviced Products or parts arising from causes beyond the control of Ricoh are not covered by this Agreement. Ricoh may terminate its Service obligations under any Order for Serviced Products that have been modified, damaged, altered or serviced by personnel other than those employed by Ricoh.

2. **Service Calls.** Unless otherwise specified in an Order, service calls will be made during 8:00am – 5:00pm local service time, Monday through Friday (“Normal Business Hours”) at the installation address shown on the applicable Order. Service does not include coverage on Ricoh holidays, which include New Year’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, the day after Thanksgiving and Christmas Day (collectively, “RicoH Holidays”). Travel and labor-time for the service calls after Normal Business Hours, on weekends and on Ricoh Holidays, if and when available and only in the event and to the extent that Ricoh agrees to provide such non-standard coverage, will be charged at overtime rates in effect at the time the service call is made. While at Customer’s site, Ricoh personnel shall comply with Customer’s reasonable policies pertaining to access, security and use of Customer sites and systems, provided that such policies are provided to Ricoh in advance and in writing, do not conflict with the terms and conditions of this Agreement or any Order, and do not impose any additional financial or legal burden on Ricoh.

3. **Term; Early Termination.** Each Order shall become effective on the date that Ricoh accepts the Order and shall continue for the term identified in the Order. At the expiration of the term identified in the Order, it renew for successive twelve (12) month periods unless notice of termination as specified below is given. The duration of the initial term and any extension or renewal thereto are collectively referred to as the “Term.” Customer may terminate any Order under this Agreement for convenience prior to expiration of its Term so long as Customer is not then in default and provides Ricoh at least thirty (30) days prior written notice. Ricoh may terminate any Order under this Agreement for convenience prior to expiration of its Term so long as Ricoh is not then in default and provides Customer at least sixty (60) days prior written notice.

4. **Service Charges.** (a) Service charges ("Service Charges") will be set forth on an Order. Service Charges will not include any charges for repairs or Service that are otherwise covered by the applicable manufacturer's limited warranty during the period covered by any such warranty, to the extent Ricoh has agreed with such manufacturer not to charge a customer for any such charges. Customer acknowledges and agrees that: (i) alterations, attachments, specification changes, or use by Customer of sub-standard supplies that cause excessive service calls may require an increase in Service Charges; (ii) the transfer of the Serviced Products from the location indicated on the applicable Order may result in an increase of Service Charges or the termination of the Order; and (iii) to the extent that Customer requests that Ricoh registers with a third-party vendor prequalification service and Ricoh agrees to register, Customer will be charged for Ricoh's registration and any other related fees for registering with such service and this Agreement shall be the only terms and conditions to govern such registration and service. Customer shall be responsible for any costs related to freight (including fuel surcharges, which may be imposed from time to time), postage/mailing expense (meter rentals) and/or administrative and processing fees and, to the extent Ricoh pays such costs, Customer shall immediately reimburse Ricoh.

(b) Unless otherwise specified in an Order, Service Charges are based on standard 8.5x11 images. Ricoh reserves the right to assess additional images charges for non-standard images, including 11x17 images or other image sizes. Customer acknowledges that pricing is based on the prevailing rates at the time of the Order. Unless otherwise expressly agreed to in writing, if the Term of the Order exceeds twelve (12) months, and (i) the Service Charges or rates expressly set forth in the Order are not fixed for a period longer than twelve (12) months, then the Service Charges and any rate expressly set forth in the Order may be increased by Ricoh up to fifteen percent (15%) of the then-current Service Charges and rates annually for each year beyond the initial twelve (12) month period, and Customer expressly consents to such adjustment without additional notice, or (ii) the Service Charges or any rates expressly set forth in the Order are fixed for a period longer than twelve (12) months, then upon the expiration of the period during which the fixed Service Charges or other rates are fixed, the Service Charges or other rates may be increased by Ricoh in an amount up to fifteen percent (15%) of the then-current Service Charges and rates multiplied by the number of years during which the Service Charges or other rates were fixed, and Customer expressly consents to such adjustment without additional notice.

5. **Use of Recommended Supplies; Meter Readings.** (a) It is not a condition of this Agreement that Customer use only Ricoh-provided supplies. If Customer uses other than manufacturer-recommended supplies, including paper, developer, toner, and fuser oil, and if such supplies are defective or not acceptable for use on the Serviced Products, that do not conform to the manufacturer's specifications, or cause abnormally frequent service calls or service problems, then Ricoh may, at its option, assess a surcharge or terminate the applicable Order with respect to such Serviced Products. If so terminated, Customer will be offered Service on a "per call" basis at Ricoh's then-prevailing time and material rates. If Ricoh determines that Customer has used more Ricoh-provided supplies than the manufacturer's recommended specifications, then Customer will pay reasonable charges for those excess supplies and/or Ricoh may refuse Customer additional supply shipments.

(b) Customer is required to provide Ricoh actual and accurate meter readings in accordance with the billing schedule set forth on an Order. Ricoh may, at its discretion and dependent upon Serviced Product capabilities, collect remote meter readings and utilize equipment monitoring services using automatic meter reading solutions ("AMR"). This may allow for automated meter reading and submission, automatic placement of low toner alerts, automatic placement of service calls in the event of a critical Serviced Product failure and may enable firmware upgrades. The meter count and other information collected by AMR ("Data") is sent via the internet to remote servers some of which may be located outside the U.S. **AMR cannot and does not collect Customer document content.** Ricoh uses reasonably available technology to maintain the security of the Data; however, Customer acknowledges that no one can guaranty security of information maintained on computers and on the internet. Ricoh retains full rights to the Data (but not Customer documents or information), which it or its authorized third parties may use to service the Serviced Products. Ricoh may also use the Data for its normal business purposes including product development and marketing research, however, the Data will not be provided to any non-Ricoh third party in a form that personally identifies the Customer. Ricoh may dispose of the Data at any time and without notice. AMR technology is the confidential and proprietary information of Ricoh and/or its licensors protected by copyright, trade secret and other laws and treaties. Ricoh retains full title, ownership and all intellectual property rights in and to AMR.

(c) If Customer fails to provide actual and accurate meter readings to Ricoh in accordance with the billing schedule set forth on an Order, Ricoh may calculate an estimated meter reading from previous meter readings and Customer agrees to pay Service Charges based on such calculated estimate. Appropriate adjustments will be made by Ricoh in a subsequent billing cycle following Customer providing actual and accurate meter readings. If Ricoh contacts Customer to obtain a meter reading, then Ricoh may assess an administrative fee in an amount equal to twenty-five dollars (\$25.00) per meter reading collected per billing period for the time and expense associated with meter collection activity in addition to the Service Charges. If Ricoh visits Customer location to obtain a meter reading, Ricoh may assess a fee according to the hourly service charge rate. Customer shall notify Ricoh within forty-eight (48) hours of any Serviced Product moves, installation/deinstallation, and/or removal of managed and monitored Serviced Products that impact AMR.

6. **Connectivity and Professional Services.** Customer may acquire connectivity, IT and professional services from Ricoh ("Professional Services") by executing and delivering to Ricoh an Order setting forth the specific services to be provided. Ricoh shall provide the Professional Services at Customer's location(s) or on a remote basis as set forth in the Order. Customer shall provide Ricoh with such access to its facilities, networks and systems as may be reasonably necessary for Ricoh to perform the Professional Services. Customer acknowledges that Ricoh's performance of the Professional Services is dependent upon Customer's timely and effective performance of its responsibilities as set forth in the Order. Estimated delivery and/or service schedules contained in any Order are non-binding estimates. Intellectual property rights, if any, arising from the Professional Services provided under any Order shall remain the property of Ricoh. Unless connectivity Services are specifically identified in the Order as part of the Services to be performed by Ricoh, Ricoh shall have no obligation to perform and no responsibility for the connection of any hardware or software to any Customer network or system.

7. **Customer Obligations.** Customer agrees to provide a proper place for the use of the Serviced Products, including but not limited to, electric service, as specified by the manufacturer. Customer will provide adequate facilities (at no charge) for use by Ricoh representatives in connection with the Service of the Serviced Products hereunder within a reasonable distance of the Serviced Products. Customer agrees to provide such access to its facilities, networks and systems as may be reasonably necessary for Ricoh to perform its Services, including but not limited to "360 degree" service access to the Serviced Products. Customer will provide a key operator for the Serviced Products and will make operators available for instruction in use and care of the Serviced Products. Unless otherwise agreed upon by Ricoh in writing or designated in the applicable Order, all supplies for use with the Serviced Products will be provided by Customer and will be available "on site" for servicing. Customer agrees that (i) any equipment not serviced by Ricoh which utilizes identical supplies to the Serviced Products must be covered under a separate inclusive non-Ricoh service program; (ii) any Serviced Products under one Ricoh Service Level may not utilize any supplies provided to other Serviced Products with a different Ricoh Service Level (i.e., no sharing of supplies across different Ricoh Service Levels); (iii) all supplies that Ricoh provides as part of the Services are only for use with the Serviced Products and Customer may not resell any supplies; (iv) upon expiration or termination of the applicable Services or change to a service program that does not include supplies, Customer must promptly return to Ricoh all unused supplies provided as part of the Services, otherwise Customer will be billed for and will pay for all such unreturned supplies; and (v) if Customer is participating in Ricoh's trained customer replaceable units program ("TCRU Program"), then Customer must follow the return requirements of the TCRU Program and, if

Customer does not return any units in accordance with the terms of the TCRU Program, then, in addition to any other amounts owed, Customer will pay for the unreturned units. In addition, Customer agrees to use Ricoh's remote, self-service support tools (which are available at <https://my.ricoh-usa.com>, or a successor site, at no additional charge) to resolve common uncomplicated issues quickly and conveniently. If Customer does not use the available self-service support tools, then Ricoh may charge additional fees at the then-prevailing time and materials rates for performing those tasks on Customer's behalf.

8. **Insurance.** Each party certifies that it maintains, through self-insurance or otherwise, reasonable amounts of general liability, auto and personal property insurance, and workers' compensation insurance in the amount required by law, and that such insurance will remain in effect during the Term of an Order. Such insurance shall be primary and non-contributory. Limits provided may not be construed to limit liability. General liability insurance shall include the other party as an additional insured and contain no exclusions for cross liability between insureds. Upon request, each party agrees to deliver the other party evidence of such insurance coverage. Failure to maintain adequate insurance does not relieve liability under this Agreement.

9. **Indemnification.** Each party ("Indemnifying Party") shall indemnify, defend and hold harmless the other ("Indemnified Party") from all third-party claims incurred by the Indemnified Party arising out of the death or bodily injury of any agent, employee, or business invitee of the Indemnified Party, or the damage, loss, or destruction of any tangible property of the Indemnified Party to the extent proximately caused by the negligent acts or omissions or willful misconduct of the Indemnifying Party, its employees, or agents. Without intending to create any limitation relating to the survival of any other provisions of this Agreement, Ricoh and Customer agree that the terms of this paragraph shall survive the expiration or earlier termination of this Agreement. Each party shall promptly notify the other in the event of the threat or initiation of any claim, demand, action or proceeding to which the indemnification obligations set forth in this Section may apply.

Terms applicable to Product sale transactions only:

10. **Order; Delivery and Acceptance.** Each Order for Products must identify the Products, the Product delivery location and the applicable Product charges. Ricoh will not be obligated to sell or deliver Products where such information is not provided in the applicable Order. Customer shall be responsible for all installation, transportation and rigging expenses. Customer agrees to confirm delivery of all Products covered by each Order when the same is delivered by signing a delivery and acceptance certificate or written delivery acknowledgement. Payment for accepted purchased Products will be due and payable in accordance with this Agreement and shall not be contingent on installation of software or performance of Professional Services. Orders shall not be cancelable by Customer following acceptance by Ricoh. Ricoh reserves the right to make Product deliveries in installments. All such installments shall be separately invoiced and paid for when due, without regard to subsequent deliveries. Delay in delivery of any installment shall not relieve Customer of its obligation to accept remaining installments and remit payments as invoiced by Ricoh. Ricoh reserves the right at any time to revoke any credit extended to Customer because of Customer's failure to pay for any Products when due or for any other credit reason.

11. **Title; Risk of Loss.** Unless otherwise agreed upon by both parties in writing, Products are deemed delivered and title passes to Customer: (i) upon delivery by Ricoh to common carrier; or (ii) in the case of an arranged delivery by a local Ricoh installation vehicle, upon delivery by such vehicle to Customer shipping point. Upon delivery in either case, Customer assumes all risk of theft, loss or damage to the Products, no matter how occasioned.

12. **Returns; Damaged Products.** No Products may be returned without Ricoh's prior written consent. Only consumable goods invoiced within sixty (60) days will be considered for return. On authorized returns, Customer agrees to pay a restocking charge equivalent to thirty percent (30%) of the purchase price. Products returned without written authorization from Ricoh may not be accepted by Ricoh and are the sole responsibility of Customer. All nonsaleable merchandise (that has been opened or partially used) will be deducted from any credit due to Customer. All claims for damaged Products or delay in delivery shall be deemed waived unless made in writing and delivered to Ricoh within five (5) days after receipt of Products.

Terms applicable to all transactions:

13. **Warranty.** Ricoh agrees to perform its Services: (a) in a good and workmanlike manner; (b) using reasonable care and skill; and (c) according to the description contained in the applicable Order. Ricoh will re-perform any Services not in compliance with this warranty and brought to Ricoh's attention in writing within a reasonable time, but in no event more than thirty (30) days after such Services are performed, which shall be an exclusive remedy for such non-compliance. Customer acknowledges that Ricoh's performance of Services is dependent upon Customer's timely and effective performance of its responsibilities. For any Products manufactured by Ricoh ("Ricoh Equipment"), Ricoh further warrants that, at the time of delivery and for a period of ninety (90) days thereafter the Ricoh Equipment will be in good working order and will be free from any defects in material and workmanship. Ricoh's obligations under this warranty are limited solely to the repair or replacement (at Ricoh's option) of parts proven to be defective upon inspection. The foregoing warranty shall not apply if (a) the Ricoh Equipment is installed, wired, modified, altered, moved or serviced by anyone other than Ricoh, (b) the Ricoh Equipment is installed, stored and utilized and/or maintained in a manner not consistent with Ricoh specifications, (c) a defective or improper non-Ricoh accessory or supply or part is attached to or used in the Ricoh Equipment, or (d) the Ricoh Equipment is relocated to any place where Ricoh services are not available. CUSTOMER ACKNOWLEDGES THAT THE LIMITED WARRANTY CONTAINED HEREIN DOES NOT ASSURE UNINTERRUPTED OPERATION AND USE OF THE RICOH EQUIPMENT. In connection with any other Product sale, Ricoh shall transfer to Customer any Product warranties made by the applicable Product manufacturer, to the extent transferable and without recourse, and Ricoh makes no additional warranty or guaranty with respect to any such third-party Products. Physical or electronic copies of any applicable Product warranty will be delivered by Ricoh to Customer only upon Customer's specific written request. All Ricoh and/or third-party software provided by Ricoh is licensed, not sold, and is subject to the server, seat, quantity and/or other usage restrictions set forth in each applicable license agreement, license terms, or subscription terms relating to such intangible property or associated services (each such license of grant of rights to access or use, a "Software License"), whether pursuant to written, click-through, shrink-wrap or other agreements for such purpose, with the licensor of the software ("Licensor") and the restrictions set forth in the applicable Order. Ricoh has no right, title or interest in any third-party software (including any open-source software) and Ricoh makes no representations and provides no representations or warranties with respect thereto. Customer is solely responsible for entering into and complying with Software Licenses with the applicable Licensor and acknowledges that its rights and obligations with respect to such software, as well as those of the Licensor, are solely as set forth in such Software Licenses. EXCEPT AS OTHERWISE EXPRESSLY SET FORTH HEREIN OR IN AN ORDER, RICOH MAKES NO WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO ANY SERVICES OR PRODUCTS PROVIDED UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR FREEDOM FROM INFRINGEMENT OR THIRD-PARTY INTELLECTUAL PROPERTY RIGHTS. NO WARRANTIES ARE CREATED BY ANY COURSE OF DEALING BETWEEN THE PARTIES, COURSE OF PERFORMANCE, TRADE USAGE OR INDUSTRY CUSTOM. IN NO EVENT SHALL RICOH BE LIABLE TO CUSTOMER OR A THIRD PARTY FOR

ANY DAMAGES RESULTING FROM OR RELATED TO ANY FAILURE OF SOFTWARE, INCLUDING, BUT NOT LIMITED TO, LOSS OF DATA OR DELAY OF DELIVERY OF SERVICES UNDER THIS AGREEMENT. RICOH ASSUMES NO OBLIGATION TO PROVIDE OR INSTALL ANY ANTI-VIRUS OR SIMILAR SOFTWARE, AND THE SCOPE OF SERVICES CONTEMPLATED HEREBY DOES NOT INCLUDE ANY SUCH SERVICES.

14. **Limitations.** IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE OR INDIRECT DAMAGES, INCLUDING ANY DAMAGES FOR BUSINESS INTERRUPTION, LOSS OF USE, REVENUE OR PROFIT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT THE BREACHING PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT FOR CUSTOMER'S PAYMENT OBLIGATIONS HEREIN AND ANY LIABILITY RESULTING FROM THE INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 9 HEREIN, THE AMOUNT OF ANY DIRECT LIABILITY OF A PARTY TO THE OTHER OR ANY THIRD-PARTY, FOR ONE OR MORE CLAIMS ARISING FROM OR RELATING TO THIS AGREEMENT, SHALL NOT EXCEED, IN THE AGGREGATE, PAID TO RICOH FOR THE PERFORMANCE OF SERVICES UNDER THIS AGREEMENT DURING THE PERIOD PRECEDING THE DATE ON WHICH THE CLAIM AROSE. THE FOREGOING LIMITATIONS SHALL APPLY EVEN IF THE NON-BREACHING PARTY'S REMEDIES UNDER THIS AGREEMENT FAIL OF THEIR ESSENTIAL PURPOSE.

15. **Payment; Taxes.** Payment terms are net thirty (30) days. If invoices are unpaid and overdue, Customer agrees to pay Ricoh a late charge of one and one-half percent (1.5%) per month on any unpaid amounts or the maximum allowed by law, whichever is less, and in addition shall pay Ricoh all costs and expenses of collection, or in the enforcement of Ricoh's rights hereunder, including, but not limited to, reasonable internal and external legal costs, whether or not suit is brought. Ricoh has no obligation to use Customer's invoicing or billing portals, processes, methods or invoicing formats specific to Customer billing requirements. All remedies hereunder or at law are cumulative. Except to the extent of any applicable and validated exemption, Customer agrees to pay any applicable taxes that are levied on or payable as a result of the use, sale, possession or ownership of the Products and/or Services covered hereunder, other than income taxes of Ricoh.

16. **Default.** In addition to any other rights or remedies which either party may have under this Agreement or at law or equity, either party shall have the right to cancel the applicable Services specified in an Order made pursuant to this Agreement immediately: (i) if the other party fails to pay any fees or charges or any other payments required under the Order when due and payable, and such failure continues for a period of ten (10) days after being notified in writing of such failure; or (ii) if the other party fails to perform or observe any other material covenant or condition of this Agreement as incorporated into the Order, and such failure or breach shall continue un-remedied for a period of thirty (30) days after such party is notified in writing of such failure or breach; or (iii) if the other party becomes insolvent, dissolves, or assigns its assets for the benefit of its creditors, or files or has filed against it any bankruptcy or reorganization proceeding. Failure to permit Ricoh to repair or replace the Serviced Products shall constitute a material breach of this Agreement and excuse Ricoh from any and all future performance hereunder. Except as expressly permitted by this Agreement, no refund or credit will be given for any early termination of this Agreement or any Order. If Customer defaults in its obligations hereunder, Ricoh may, in addition to any other remedies available at law or equity, require Customer to immediately pay to Ricoh all past due payments under all Orders.

17. **Non-Solicitation; Independent Contractors.** Customer agrees that during the Term of any Order and for a period of one (1) year after termination or expiration of the last Order to be executed hereunder, it shall not directly or indirectly solicit, hire, or otherwise retain as an employee or independent contractor any employee of Ricoh that is or was involved with or part of the Services. The relationship of the parties is that of independent contractors.

18. **Assignment; Force Majeure.** Customer shall neither assign any right or interest arising under this Agreement nor delegate any obligations hereunder, whether voluntarily or by process of law, without the prior written consent of Ricoh. Any such attempted assignment or delegation shall be void. Ricoh shall not be liable for failure to deliver or delays in delivery of Products or Services occasioned by causes beyond Ricoh's control, including without limitation, natural disasters, extreme weather, floods, transportation suspensions or delays, infrastructure failures, utility outages, demonstrations, pandemics, epidemics, plague, outbreaks of infectious disease, public health crises (including quarantine or other employee restrictions), prohibitions or restrictions on travelling, strikes, lockout, fires, embargoes, war or other outbreak of hostilities, inability to obtain materials or shipping space, receipt of orders in excess of Ricoh's or its supplier's then-scheduled production capacity, machinery breakdowns, delays of carrier or suppliers, governmental acts and regulations (including restrictions on meeting or working in groups), unavailability of Services, personnel or materials or other causes beyond Ricoh's control ("Force Majeure Conditions"). If Force Majeure Conditions arise in a manner that, as determined in Ricoh's reasonable judgement, modify the conditions of Ricoh's performance of one or more Services in a material manner, then Ricoh will use good faith efforts to continue providing the Services; however, in that event, Ricoh may upon thirty (30) days' advance notice to Customer increase the Service Charges and other applicable fees by a reasonable amount related to the Force Majeure Conditions.

19. **Hardware Logs.** Under this Agreement, Customer may order certain hardware Products (or Customer may have independently obtained hardware products outside of this Agreement) that create and store logs concerning its operation that may include information about individual end-users, such as employees' work email addresses, IP addresses of assigned workstations, and other personal information. Ricoh, its corporate parent, and their subsidiaries and affiliates in some cases use device logs to update and upgrade the features of products, authenticate end users, and provide end-user support and other customer service. Additional information about applicable device logging features, including Customer's options for configuring those features, appears in the applicable product documentation, copies of which are available to Customer at no additional charge for Ricoh Products. Except as Customer otherwise instructs Ricoh in writing, Customer: (a) authorizes Ricoh to install and configure the Products ordered under this Agreement using its default device log settings; and (b) instructs Ricoh to process the personal information included in device logs, if any, subject to: (i) Ricoh's confidentiality and privacy obligations to Customer (if any); (ii) solely to perform under this Agreement and the applicable Order; and (iii) in accordance with applicable law for the purposes stated above and for no other purpose.

20. **Electronic Signatures.** Each party agrees that electronic signatures of the parties on this Agreement and any Order will have the same force and effect as manual signatures.

21. **Governing Law; Entire Agreement.** This Agreement shall be governed by and construed and interpreted in accordance with the laws of the State where the Customer's principal place of business is located both as to interpretation and performance without regard to its choice of law requirements. The Uniform Computer Information Transactions Act shall not apply to this Agreement. This Agreement constitutes the entire agreement between the parties with

respect to the subject matter contained in this Agreement, supersedes all proposals, oral and written, and all other communications between the parties relating to the Products and Services and may not be amended except in writing and signed by an officer or authorized representative of both parties. Customer agrees and acknowledges that it has not relied on any representation, warranty or provision not explicitly contained in this Agreement, whether in writing, electronically communicated or in oral form. Any and all representations, promises, warranties, or statements by any Ricoh agent, employee or representative, including but not limited to, statements or representations made in sales presentations or sales proposals that differ in any way from the terms of this Agreement shall be given no force or effect. In the event of any conflict or inconsistency between the terms and conditions set forth in this Agreement and those contained in any Order, the terms and conditions of the Order shall control; provided, however, purchase orders issued to Ricoh for Products and/or Services, even if they do not expressly reference or incorporate this Agreement, shall: (i) be subject to this Agreement; (ii) serve only to identify the Products and/or Services (along with pricing and quantities) ordered; and (iii) not be deemed to alter or otherwise modify the terms and conditions of this Agreement. The delay or failure of either party to enforce at any time any of the provisions of this Agreement shall in no way be construed to be a waiver of such provision or affect the right of such party thereafter to enforce each and every provision of this Agreement. If any provision of this Agreement is held to be invalid or unenforceable, this Agreement shall be construed as though it did not contain the particular provision held to be invalid or unenforceable. Ricoh may accept any Order under this Agreement by either its signature or by commencing performance (e.g., Product delivery, initiating Services, etc.). Ricoh may accept or reject any order in the exercise of its discretion and may rely upon each order submitted by Customer as a binding commitment. No local, general or trade custom or usage or course of prior dealings between the parties shall be relevant to supplement or explain any term used herein. Ricoh shall comply with all laws directly applicable to its performance under this Agreement in delivering Products and Services. This Agreement may be executed in one or more counterparts which, taken together, shall constitute one and the same original document. Any notices required under this Agreement should be sent to: Ricoh USA, Inc., 6700 Sugarloaf Parkway, Duluth, GA 30097.

CUSTOMER

By: _____
Name: _____
Title: _____
Date: _____

RICOH USA, INC.

By: _____
Name: _____
Title: _____
Date: _____



Ricoh USA, Inc.
300 Eagleview Blvd
Suite 200
Exton, PA 19341

Product Schedule

Product Schedule Number:
Master Lease Agreement Number: ~

This Product Schedule (this “Schedule”) is between Ricoh USA, Inc. (“we” or “us”) and City of High Point, as customer or lessee (“Customer” or “you”). This Schedule constitutes a “Schedule,” “Product Schedule,” or “Order Agreement,” as applicable, under the Master Lease Agreement (together with any amendments, attachments and addenda thereto, the “Lease Agreement”) identified above, between you and _____. All terms and conditions of the Lease Agreement are incorporated into this Schedule and made a part hereof. If we are not the lessor under the Lease Agreement, then, solely for purposes of this Schedule, we shall be deemed to be the lessor under the Lease Agreement. It is the intent of the parties that this Schedule be separately enforceable as a complete and independent agreement, independent of all other Schedules to the Lease Agreement.

CUSTOMER INFORMATION

City of High Point				Candy Harmon			
Customer (Bill To)				Billing Contact Name			
1730 WESTCHESTER DR				136 NORTHPOINT AVE			
Product Location Address				Billing Address (if different from location address)			
HIGH POINT	DAVIDSON	NC	27262-7007	HIGH POINT	GUILFORD	NC	27262-7720
City	County	State	Zip	City	County	State	Zip
Billing Contact Telephone Number (336)883-3222			Billing Contact Facsimile Number		Billing Contact E-Mail Address candy.harmon@highpointnc.gov		

PRODUCT/EQUIPMENT DESCRIPTION (“Product”)

Qty	Product Description: Make & Model	Street Address/City/State/Zip
1	RICOH PC600 CONFIGURABLE PTO MODEL	1730 WESTCHESTER DR, HIGH POINT, NC, 27262-7007, US
1	RICOH IMC400F CONFIGURABLE PTO MODEL	3524 TRIANGLE LAKE RD, HIGH POINT, NC, 27260-7183, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	5898 RIVERDALE DR, JAMESTOWN, NC, 27282-9239, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	816 E GREEN DR, HIGH POINT, NC, 27260-6714, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IM2500A CONFIGURABLE PTO MODEL	3524 TRIANGLE LAKE RD, HIGH POINT, NC, 27260-7183, US
1	RICOH IM2500A CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IM2500A CONFIGURABLE PTO MODEL	1301 BRENTWOOD ST, HIGH POINT, NC, 27260-7025, US
1	RICOH IM2500A CONFIGURABLE PTO MODEL	136 NORTHPOINT AVE, HIGH POINT, NC, 27262-7720, US
1	RICOH IM2500A CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IM2500A CONFIGURABLE PTO MODEL	3524 TRIANGLE LAKE RD, HIGH POINT, NC, 27260-7183, US
1	RICOH IM2500A CONFIGURABLE PTO MODEL	901 N MAIN ST, HIGH POINT, NC, 27262-3923, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	1730 WESTCHESTER DR, HIGH POINT, NC, 27262-7007, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	136 NORTHPOINT AVE, HIGH POINT, NC, 27262-7720, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	1730 WESTCHESTER DR, HIGH POINT, NC, 27262-7007, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	1730 WESTCHESTER DR, HIGH POINT, NC, 27262-7007, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	201 4TH ST, HIGH POINT, NC, 27260-5112, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	716 W MARTIN LUTHER KING JR DR, HIGH POINT, NC, 27260, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	816 E GREEN DR, HIGH POINT, NC, 27260-6714, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	921 EASTCHESTER DR, HIGH POINT, NC, 27262-7646, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	3409 N CENTENNIAL ST, HIGH POINT, NC, 27265-2286, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	220 E COMMERCE AVE, HIGH POINT, NC, 27260-5204, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	5875 RIVERDALE DR, JAMESTOWN, NC, 27282-8907, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	5898 RIVERDALE DR, JAMESTOWN, NC, 27282-9239, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	5898 RIVERDALE DR, JAMESTOWN, NC, 27282-9239, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	816 E GREEN DR, HIGH POINT, NC, 27260-6714, US
1	RICOH IM460F CONFIGURABLE PTO MODEL	901 N MAIN ST, HIGH POINT, NC, 27262-3923, US
1	RICOH IM460F CONFIGURABLE PTO MODEL	1730 WESTCHESTER DR, HIGH POINT, NC, 27262-7007, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	513 OAKVIEW RD, HIGH POINT, NC, 27265-2058, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	434 S ELM ST, HIGH POINT, NC, 27260-6619, US

1	RICOH IM370F CONFIGURABLE PTO MODEL	657 E RUSSELL AVE, HIGH POINT, NC, 27260-6747, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	816 E GREEN DR, HIGH POINT, NC, 27260-6714, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	901 N MAIN ST, HIGH POINT, NC, 27262-3923, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	816 E GREEN DR, HIGH POINT, NC, 27260-6714, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	213 FISHER AVE, HIGH POINT, NC, 27262-2011, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	300 N ROTARY DR, HIGH POINT, NC, 27262-6973, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	3940 E KIVETT DR, HIGH POINT, NC, 27261, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	503 JAMES RD, HIGH POINT, NC, 27265-2125, US
1	RICOH IM460F CONFIGURABLE PTO MODEL	505 E GREEN DR, HIGH POINT, NC, 27260-6707, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	901 N MAIN ST, HIGH POINT, NC, 27262-3923, US
1	RICOH IMC6010 CONFIGURABLE PTO MODEL	1730 WESTCHESTER DR, HIGH POINT, NC, 27262-7007, US
1	RICOH IM2500A CONFIGURABLE PTO MODEL	816 E GREEN DR, HIGH POINT, NC, 27260-6714, US
1	RICOH IM2500A CONFIGURABLE PTO MODEL	120 W COMMERCE AVE, HIGH POINT, NC, 27260-4906, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	434 S ELM ST, HIGH POINT, NC, 27260-6619, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	1730 WESTCHESTER DR, HIGH POINT, NC, 27262-7007, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	901 N MAIN ST, HIGH POINT, NC, 27262-3923, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	901 N MAIN ST, HIGH POINT, NC, 27262-3923, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	1035 W WARD AVE, HIGH POINT, NC, 27260-1530, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	1073 E SPRINGFIELD RD, HIGH POINT, NC, 27263-2157, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	1730 WESTCHESTER DR, HIGH POINT, NC, 27262-7007, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	101 PRICE ST, HIGH POINT, NC, 27260-5351, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IM370F CONFIGURABLE PTO MODEL	101 GORDON ST, HIGH POINT, NC, 27260-3700, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	121 N PENDLETON ST, HIGH POINT, NC, 27260-6197, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	1220 PENNY RD, HIGH POINT, NC, 27265-9182, US
1	RICOH IM2500A CONFIGURABLE PTO MODEL	136 NORTHPOINT AVE, HIGH POINT, NC, 27262-7720, US
1	RICOH IMC6010 CONFIGURABLE PTO MODEL	901 N MAIN ST, HIGH POINT, NC, 27262-3923, US
1	RICOH IMC6010 CONFIGURABLE PTO MODEL	901 N MAIN ST, HIGH POINT, NC, 27262-3923, US
1	RICOH IM4000 CONFIGURABLE PTO MODEL	1730 WESTCHESTER DR, HIGH POINT, NC, 27262-7007, US
1	RICOH IM4000 CONFIGURABLE PTO MODEL	1730 WESTCHESTER DR, HIGH POINT, NC, 27262-7007, US
1	RICOH P800 CONFIGURABLE PTO MODEL	1730 WESTCHESTER DR, HIGH POINT, NC, 27262-7007, US
1	RICOH IM2500A CONFIGURABLE PTO MODEL	901 N MAIN ST, HIGH POINT, NC, 27262-3923, US
1	RICOH IM2500A CONFIGURABLE PTO MODEL	901 N MAIN ST, HIGH POINT, NC, 27262-3923, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	1859 E LEXINGTON AVE, HIGH POINT, NC, 27262-3451, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	505 E GREEN DR, HIGH POINT, NC, 27260-6707, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	816 E GREEN DR, HIGH POINT, NC, 27260-6714, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	1730 WESTCHESTER DR, HIGH POINT, NC, 27262-7007, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IMC4510 CONFIGURABLE PTO MODEL	1730 WESTCHESTER DR, HIGH POINT, NC, 27262-7007, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	602 W MAIN ST, JAMESTOWN, NC, 27282-9515, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	3514 TRIANGLE LAKE RD, HIGH POINT, NC, 27260-7183, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	716 W MARTIN LUTHER KING JR DR, HIGH POINT, NC, 27260, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	1044 W BURTON RD, THOMASVILLE, NC, 27360, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	121 N PENDLETON ST, HIGH POINT, NC, 27260-6197, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	1529 SKEET CLUB RD, HIGH POINT, NC, 27265-9530, US
1	RICOH IMC2510 CONFIGURABLE PTO MODEL	211 S HAMILTON ST, HIGH POINT, NC, 27260-5232, US

PAYMENT SCHEDULE

Minimum Term
(months)

59

Minimum Payment
(Without Tax)

\$10,922.00

Minimum Payment Billing Frequency

☒ Monthly
☐ Quarterly
☐ Other: _____

Advance Payment

☐ 1st Payment
☐ 1st & Last Payment
☐ Other: _____

Sales Tax Exempt: ☐ YES (Attach Exemption Certificate)

Customer Billing Reference Number (P.O. #, etc.)

Addendum(s) attached: ☐ YES (check if yes and indicate total number of pages:)

LSEADD PS 08.19

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TERMS AND CONDITIONS

1. The first Payment will be due on the Effective Date. If the Lease Agreement uses the terms “Lease Payment” and “Commencement Date” rather than “Payment” and “Effective Date,” then, for purposes of this Schedule, the term “Payment” shall have the same meaning as “Lease Payment,” and the term “Effective Date” shall have the same meaning as “Commencement Date.”
2. You, the undersigned Customer, have applied to us to rent the above-described Product for lawful commercial (non-consumer) purposes. **THIS IS AN UNCONDITIONAL, NON-CANCELABLE AGREEMENT FOR THE MINIMUM TERM INDICATED ABOVE**, except as otherwise provided in any non-appropriation provision of the Lease Agreement, if applicable. If we accept this Schedule, you agree to rent the above Product from us, and we agree to rent such Product to you, on all the terms hereof, including the terms and conditions of the Lease Agreement. **THIS WILL ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THIS SCHEDULE AND THE LEASE AGREEMENT AND HAVE RECEIVED A COPY OF THIS SCHEDULE AND THE LEASE AGREEMENT.**
3. Additional Provisions (if any) are:

(a)

Initials

THE PERSON SIGNING THIS SCHEDULE ON BEHALF OF THE CUSTOMER REPRESENTS THAT HE/SHE HAS THE AUTHORITY TO DO SO.

<div>CUSTOMER</div> <div>By: X_____</div> <div>Authorized Signer Signature</div> <div>Printed Name: _____</div> <div>Title: _____Date: _____</div>	<div>Accepted by: RICOH USA, INC.</div> <div>By: _____</div> <div>Authorized Signer Signature</div> <div>Printed Name: _____</div> <div>Title: _____Date: _____</div>
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ORDER AGREEMENT

Sales Type: LEASE

Master Maintenance and Sale Agreement Number:
Master Maintenance and Sale Agreement Date:

EQUIPMENT BILL TO INFORMATION		
Customer Legal Name: City of High Point		
Address Line 1: 136 NORTHPOINT AVE		Contact: Candy Harmon
Address Line 2:		Phone: (336)883-3222
City: HIGH POINT		E-mail: candy.harmon@highpointnc.gov
ST/Zip: NC/27262-7720	County: GUILFORD	Fax:

Check all that apply:

- ☐ PO Included PO#
- ☐ PS Service (Subject to and governed by additional Terms and Conditions)
- ☐ TS PO# (if applicable)
- ☐ IT Service (Subject to and governed by additional Terms and Conditions)
- ☐ Sales Tax Exempt (Attach Valid Exemption Certificate)
- ☒ Fixed Rate Service Term 59 Months
- ☐ Syndication
- ☐ Add to Existing Service Contract #

This is an Order made pursuant to the terms and conditions of the above referenced Master Agreement(s) between Customer and Ricoh USA, Inc. The signature below indicates that the customer accepts all terms and conditions of the applicable Master Agreement(s) for this sale, all of which are incorporated herein by reference and made part of this Order. This Order is not valid unless and until signed by and Authorized Signatory of Ricoh USA, Inc.

SERVICE INFORMATION			
SERVICE BILL TO INFORMATION			
Customer Legal Name: City of High Point			
Address Line 1: 136 NORTHPOINT AVE		Contact: Candy Harmon	
Address Line 2:		Phone: (336)883-3222	
City: HIGH POINT		E-mail: candy.harmon@highpointnc.gov	
ST/Zip: NC/27262-7720	County: GUILFORD	Fax:	
Service Term (Months)	Base Billing Frequency	Overage Billing Frequency	Service Type
59	QUARTERLY	QUARTERLY	SILVER

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax

CITY OF HIGH POINT	1044 W BURTON RD Westside Plant	THOMASVILL E NC/27360 DAVIDSON	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov				
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance	B/W Ovg	Total Color Allowance	Color Ovg	Service Base
				QUARTERLY		QUARTERLY		QUARTERLY
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	121 N PENDLETON ST Ward Plant		HIGH POINT NC/27260-6197 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	1529 SKEET CLUB RD Parks/Rec Deep River		HIGH POINT NC/27265- 9530 DAVIDSON	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	1730 WESTCHESTER DR Emergency Services		HIGH POINT NC/27262- 7007 DAVIDSON	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY

RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00
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SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	211 S HAMILTON ST CS Phone Center RM 128		HIGH POINT NC/27260-5232 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	211 S HAMILTON ST Marketing		HIGH POINT NC/27260- 5232 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.g ov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	211 S HAMILTON ST IT DEPT 2nd FL		HIGH POINT NC/27260- 5232 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.g ov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	220 E COMMERCE AVE Hight Point Theatre		HIGH POINT	Candy Harmon	(336)883-3222			

			NC/27260-5204 GUILFORD			candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	3409 N CENTENNIAL ST Fleet Maintenance / Services		HIGH POINT NC/27265-2286 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	503 JAMES RD Parks/Rec Oakview Rec Center		HIGH POINT NC/27265-2125 DAVIDSON	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	5875 RIVERDALE DR RECYCLING PLANTRecycling Plant / Material		JAMESTOWN NC/27282- 8907 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.g ov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERL Y
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	5898 RIVERDALE DR Eastside Plant		JAMESTOWN NC/27282- 9239 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance	B/W Ovg	Total Color Allowance	Color Ovg	Service Base <small>QUARTERLY</small>
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	5898 RIVERDALE DR Eastside WWTP Jamestown		JAMESTOWN NC/27282-9239 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance	B/W Ovg	Total Color Allowance	Color Ovg	Service Base QUARTERLY
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	5898 RIVERDALE DR Manager Area		JAMESTOWN NC/27282- 9239 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	816 E GREEN DR Purchasing RM 215	HIGH POINT NC/27260-6714 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov
PRODUCT INFORMATION				

Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	121 N PENDLETON ST Ward Plant	HIGH POINT NC/27260-6197 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov

PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	1220 PENNY RD Parks/Rec Enviromental CTR	HIGH POINT NC/27265-9182 DAVIDSON	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov

PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	211 S HAMILTON ST Transportation RM 210	HIGH POINT NC/27260-5232 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov

PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION				
Customer Name	Address Line 1	City	Contact	Phone

	Address Line 2		ST/Zip County			E-mail Fax		
CITY OF HIGH POINT	211 S HAMILTON ST Economic Dev Ste 200		HIGH POINT NC/27260- 5232 GUILFORD		Candy Harmon	(336)883-3222 candy.harmon@highpointnc.g ov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	3514 TRIANGLE LAKE RD Parks/Rec		HIGH POINT NC/27260- 7183 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	505 E GREEN DR City of HP Police - Family Jus		HIGH POINT NC/27260-6707 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	716 W MARTIN LUTHER KING JR DR High Point Transit		HIGH POINT NC/27260 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY

RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00
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SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	136 NORTHPOINT AVE Parks/Rec Copy Room		HIGH POINT NC/27262-7720 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	1730 WESTCHESTER DR City of HP Police -Violent Cri		HIGH POINT NC/27262- 7007 DAVIDSON	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	1730 WESTCHESTER DR City of HP Police -Property Cr		HIGH POINT NC/27262- 7007 DAVIDSON	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	1730 WESTCHESTER DR Non-specified		HIGH POINT	Candy Harmon	(336)883-3222			

		NC/27262-7007 DAVIDSON		candy.harmon@highpointnc.gov				
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance	B/W Ovg	Total Color Allowance	Color Ovg	Service Base
				QUARTERLY		QUARTERLY		QUARTERLY
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	1730 WESTCHESTER DR Crimes Workroom 416		HIGH POINT NC/27262-7007 DAVIDSON	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	1730 WESTCHESTER DR Crime Lab		HIGH POINT NC/27262-7007 DAVIDSON	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	1859 E LEXINGTON AVE Museum		HIGH POINT NC/27262-3451 DAVIDSON	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	211 S HAMILTON ST Engineering RM210		HIGH POINT NC/27260-5232 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance	B/W Ovg	Total Color Allowance	Color Ovg	Service Base QUARTERLY
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	211 S HAMILTON ST Finance - Room 214		HIGH POINT NC/27260-5232 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance	B/W Ovg	Total Color Allowance	Color Ovg	Service Base QUARTERLY
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	211 S HAMILTON ST Planning - 3rd Fl - Room 316		HIGH POINT NC/27260-5232 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	716 W MARTIN LUTHER KING JR DR High Point Transit	HIGH POINT NC/27260 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov
PRODUCT INFORMATION				

Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	816 E GREEN DR Water/Sewer	HIGH POINT NC/27260-6714 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov

PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	816 E GREEN DR Electric Dept	HIGH POINT NC/27260-6714 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov

PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	921 EASTCHESTER DR Parks/Rec Senior Center	HIGH POINT NC/27262-7646 RANDOLPH	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov

PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION				
Customer Name	Address Line 1	City	Contact	Phone

	Address Line 2		ST/Zip County			E-mail Fax		
CITY OF HIGH POINT	602 W MAIN ST Pool House		JAMESTOWN NC/27282- 9515 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC2510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	3300	0	3300	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	201 4TH ST Water/Sewer Comm Dev		HIGH POINT NC/27260-5112 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	211 S HAMILTON ST HR Department - Room 308		HIGH POINT NC/27260-5232 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	211 S HAMILTON ST Mayors Office RM 320		HIGH POINT NC/27260- 5232 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY

RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00
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SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	211 S HAMILTON ST Public Services		HIGH POINT NC/27260-5232 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	211 S HAMILTON ST Community Development - Rm 312		HIGH POINT NC/27260- 5232 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	120 W COMMERCE AVE PARKING FACILITY 3Trans Dept/ Parking		HIGH POINT NC/27260-4906 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	Double Click	7500	0	0	0	\$60.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	1301 BRENTWOOD ST Parks/Rec		HIGH POINT	Candy Harmon	(336)883-3222			

			NC/27260-7025 GUILFORD			candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	Double Click	7500	0	0	0	\$60.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	136 NORTHPOINT AVE Parks/Rec Blair Park Golf Cour		HIGH POINT NC/27262-7720 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	Double Click	7500	0	0	0	\$60.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	136 NORTHPOINT AVE Parks/Rec Office		HIGH POINT NC/27262-7720 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	Double Click	7500	0	0	0	\$60.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	211 S HAMILTON ST CS Collections		HIGH POINT NC/27260-5232 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance	B/W Ovg	Total Color Allowance	Color Ovg	Service Base <small>QUARTERLY</small>
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	Double Click	7500 <small>QUARTERLY</small>	0	0 <small>QUARTERLY</small>	0	\$60.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	211 S HAMILTON ST Library 2nd FL		HIGH POINT NC/27260-5232 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	Double Click	7500	0	0	0	\$60.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	3524 TRIANGLE LAKE RD Traffic Signal		HIGH POINT NC/27260- 7183 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	Double Click	7500	0	0	0	\$60.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	3524 TRIANGLE LAKE RD Traffic Signal / Signal Shop		HIGH POINT NC/27260-7183 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	Double Click	7500	0	0	0	\$60.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	816 E GREEN DR Health and Safety	HIGH POINT NC/27260-6714 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov
PRODUCT INFORMATION				

Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	Double Click	7500	0	0	0	\$60.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	901 N MAIN ST Library 1st FL Entrance	HIGH POINT NC/27262-3923 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov

PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	Double Click	7500	0	0	0	\$60.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	901 N MAIN ST Library Research Archives	HIGH POINT NC/27262-3923 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov

PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	Double Click	7500	0	0	0	\$60.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	901 N MAIN ST Library 2nd FL	HIGH POINT NC/27262-3923 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov

PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	Double Click	7500	0	0	0	\$60.00

SHIP TO INFORMATION				
Customer Name	Address Line 1	City	Contact	Phone

	Address Line 2		ST/Zip County			E-mail Fax		
CITY OF HIGH POINT	1730 WESTCHESTER DR High Point Police - Records		HIGH POINT NC/27262- 7007 DAVIDSON		Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM4000 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	30000	0	0	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	1730 WESTCHESTER DR High Point Police - Hallway		HIGH POINT NC/27262- 7007 DAVIDSON	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM4000 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	30000	0	0	0	\$210.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	1730 WESTCHESTER DR City of HP Police - Mail Box		HIGH POINT NC/27262-7007 DAVIDSON	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC6010 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	12000	0	15000	0	\$840.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	901 N MAIN ST Library Admin 3rd FL		HIGH POINT NC/27262-3923 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY

RICOH IMC6010 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	12000	0	15000	0	\$840.00
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SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	901 N MAIN ST Library Admin 3rd FL		HIGH POINT NC/27262-3923 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC6010 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	12000	0	15000	0	\$840.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	434 S ELM ST DEPARTMENTPlanning 3rd FL RM316		HIGH POINT NC/27260- 6619 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	816 E GREEN DR Street Department		HIGH POINT NC/27260- 6714 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IMC4510 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	8250	0	7500	0	\$435.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	1730 WESTCHESTER DR Front Desk Equipment Specialis		HIGH POINT	Candy Harmon	(336)883-3222			

			NC/27262-7007 DAVIDSON		candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH P800 CONFIGURABLE PTO MODEL	1	SILVER	Double Click	7500	0	0	0	\$69.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	1730 WESTCHESTER DR Front Desk K-9 Superviso		HIGH POINT NC/27262-7007 DAVIDSON	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH P800 CONFIGURABLE PTO MODEL	1	SILVER	Double Click	7500	0	0	0	\$69.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	901 N MAIN ST Library Book Checkout		HIGH POINT NC/27262-3923 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM460F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	1730 WESTCHESTER DR Crime Lab		HIGH POINT NC/27262-7007 DAVIDSON	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM460F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	505 E GREEN DR Court Liaison Office		HIGH POINT NC/27260-6707 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance	B/W Ovg	Total Color Allowance	Color Ovg	Service Base
				QUARTERLY		QUARTERLY		QUARTERLY
RICOH IM460F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	101 GORDON ST Parks / Rec Washington Terrace		HIGH POINT NC/27260-3700 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	101 PRICE ST Parks / Re Morehead Rec Center		HIGH POINT NC/27260- 5351 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.g ov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	1035 W WARD AVE FD Training Facility	HIGH POINT NC/27260-1530 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov
PRODUCT INFORMATION				

Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	1073 E SPRINGFIELD RD Parks / Rec Allen Jay Park	HIGH POINT NC/27263- 2157 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov

PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	1730 WESTCHESTER DR High Point Police - 911	HIGH POINT NC/27262- 7007 DAVIDSON	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov

PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	211 S HAMILTON ST Finance Room 214	HIGH POINT NC/27260- 5232 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov

PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION				
Customer Name	Address Line 1	City	Contact	Phone

	Address Line 2		ST/Zip County		E-mail Fax			
CITY OF HIGH POINT	211 S HAMILTON ST Permits Dept - Room 316		HIGH POINT NC/27260- 5232 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	211 S HAMILTON ST Customer Service - Administrat		HIGH POINT NC/27260-5232 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	211 S HAMILTON ST Mailroom - Room 131		HIGH POINT NC/27260-5232 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	211 S HAMILTON ST IT Department - 2nd Fl		HIGH POINT NC/27260- 5232 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY

RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00
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SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	213 FISHER AVE FD Maintenance		HIGH POINT NC/27262- 2011 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	300 N ROTARY DR Building Maintenance		HIGH POINT NC/27262- 6973 DAVIDSON	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	3940 E KIVETT DR Landfill		HIGH POINT NC/27261 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	434 S ELM ST DEPARTMENTFD Inspections Office		HIGH POINT NC/27260- 6619	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.g ov			

				GUILFORD					
PRODUCT INFORMATION									
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY	
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00	

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	513 OAKVIEW RD MAINTENANCE OPERATIONHigh Point Police - Vice / Nar		HIGH POINT NC/27265- 2058 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.g ov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	657 E RUSSELL AVE Warehouse Lower Level Office		HIGH POINT NC/27260-6747 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance	B/W Ovg	Total Color Allowance	Color Ovg	Service Base <small>QUARTERLY</small>
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000 <small>QUARTERLY</small>	0	0 <small>QUARTERLY</small>	0	\$57.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	816 E GREEN DR Health & Safety		HIGH POINT NC/27260-6714 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	816 E GREEN DR Warehouse 2		HIGH POINT NC/27260-6714 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax			
CITY OF HIGH POINT	901 N MAIN ST Library		HIGH POINT NC/27262-3923 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov			
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION								
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact		Phone E-mail Fax		
CITY OF HIGH POINT	901 N MAIN ST Library - 3rd Fl - Workroom		HIGH POINT NC/27262-3923 GUILFORD	Candy Harmon		(336)883-3222 candy.harmon@highpointnc.gov		
PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance QUARTERLY	B/W Ovg	Total Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	901 N MAIN ST Library	HIGH POINT NC/27262-3923 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov
PRODUCT INFORMATION				

Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	901 N MAIN ST Library Reading Connections	HIGH POINT NC/27262-3923 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov

PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IM370F CONFIGURABLE PTO MODEL	1	SILVER	Double Click	6000	0	0	0	\$57.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	1730 WESTCHESTER DR Chief's Assistant - 3rd Fl	HIGH POINT NC/27262-7007 DAVIDSON	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov

PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH PC600 CONFIGURABLE PTO MODEL	1	SILVER	Double Click	1800	0	1800	0	\$195.00

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF HIGH POINT	3524 TRIANGLE LAKE RD Environmental Services / Fleet	HIGH POINT NC/27260-7183 GUILFORD	Candy Harmon	(336)883-3222 candy.harmon@highpointnc.gov

PRODUCT INFORMATION								
Product Description	QTY	Service Level	Large Paper Metering	Total B/W Allowance <i>QUARTERLY</i>	B/W Ovg	Total Color Allowance <i>QUARTERLY</i>	Color Ovg	Service Base <i>QUARTERLY</i>
RICOH IMC400F CONFIGURABLE PTO MODEL	1	GOLD	Double Click	1500	0	1500	0	\$120.00

1/31/2024
Version#1.1

TS NETWORK & SCAN CONNECT - SEG4	1
TS NETWORK & SCAN CONNECT - SEG4	1
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TS NETWORK & SCAN CONNECT - SEG 3	1
TS NETWORK & SCAN CONNECT - SEG 3	1
TS NETWORK & SCAN - PRINTER	1
TS NETWORK & SCAN - SEG BC4	1
M2M LEASE RATE	1
[SOW NO SDA]RICOH PS STREAMLINE NX 3 MONTH DEPLOYMENT RETAINER (PER HOUR)	40
SOFTWARE MAINTENANCE AND SUPPORT LEASE RENEWAL NONCOMMISSIONABLE	1
[SOW NO SDA]MPS PS BLOCK OF TIME 60 MONTHS	25
[SOW NO SDA]RICOH PS PROJECT MANAGEMENT-CORE 3 MONTH DEPLOYMENT RETAINER (PER HOUR)	122
[OA] CCM ASSESSMENT	1

ORDER TOTALS		
Service Type Offerings:	Product Total:	
Gold: Includes all supplies and staples. Excludes paper.	BASIC CONNECTIVITY / PS / IT Services :	
Silver: Includes all supplies. Excludes paper and staples.	BuyOut After Promotions:	
Bronze: Parts and labor only. Excludes paper, staples and supplies.	Grand Total:	
Additional Provisions: <i>Insert ANY additional provisions here</i>	(Excludes Tax)	

Accepted by Customer	Accepted: Ricoh USA, Inc.
Authorized Signature:	Authorized Signature:
Printed Name: .	Printed Name:
Title:	Title:
Date:	Date:

Terms to Know

Large Paper Metering (Single vs Double)

- Single: Each 11 x 17 copy counts as one click or meter
- Double: Each 11 x 17 copy counts as two clicks or meters

Service Term (Fixed Term)

- The length of time (in months) that the Service pricing is static or fixed.

Post Term Escalation

- The rate at which the Service pricing will increase after the fixed or initial Service Term. Example: if your **fixed** Service Term is 36 months, the rate will escalate on an annual basis starting at the first month after the end of the fixed term (month 37).

Allowance

- The number of output pages (copies, fax pages, or prints) that are included in the base payment (Base Price).

Base Price

- Recurring charge for Services contract.

Base Billing Frequency

- How often Customer will receive an invoice for the Service Base Billing amount.

Overage Billing Frequency

- How often Customer will receive an invoice for any output pages in excess of the included Allowance.

B&W Overage Rate

- The per click potential cost relative to Black & White meters over and above the number of the applicable Allowance. If “0” is the Allowance, then the B&W Overage Rate will be applied to all Black & White copies.

Color Overage Rate

The per click potential cost relative to Color meters over and above the number of the applicable Allowance. If “0” is the Allowance, then the Color Overage Rate will be applied to all Color copies.

Initials

Statement of Work

Streamline NX v3.4.3 Upgrade & Fleet Refresh

Created for:
City of High Point

December 18, 2023

SOW DR/CPQ #
CPQ-114283

Proprietary & Confidential Information

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Introduction

RICOH USA, INC. ("Ricoh") has prepared the following Statement of Work ("SOW") to detail services for the Streamline NX v3.4.3 Upgrade project (the "Project") at City of High Point ("Customer").

This SOW outlines the Project scope and costs. The costs outlined in this SOW are based on Ricoh's experience and preliminary information received from Customer. The information in this SOW supersedes all previous estimates or verbal discussions on the Project. If there are any desired deliverables not listed in this SOW, Ricoh will manage those requests via our [Change Control](#) ("CO") process (which may be billable).

Project Objective

The main objective of the Project is to upgrade the Customers existing Streamline NX environment as well as provide Project management for the larger fleet refresh:

Streamline NX upgrade Objectives:

- To bring customers SLNX environment to newest version.
 - To allow the use of Ricoh's newest MFD models within the environment
 - Bring current the systems security patching, and allow for application support going forward
- Unified monitoring and management of the Ricoh multi-function product("MFP") equipment
- End user authentication via active directory
- Secure follow you print release
- Single user interface
- Provide scan to folder and/or email, allowing seamless usage of MFPs across environment regardless of where users are located
- Control access security
- Job cost reporting by user and/or department

Fleet Objectives:

- Deliver and installation of up to 91 new Ricoh MFPs at up to 6 Customer locations and remove up to 91 corresponding legacy devices

Project Scope

Services Included in the Project Scope

Upon receipt of authorization to proceed, the following functions and deliverables will be fulfilled within the scope of the Project. See below under “Services Detail” for a complete description of these tasks.

1. Project Management
2. Design
3. Implementation

Customer Location

The following Customer location is included in the scope of this Project.

See Appendix A for list of site addresses

Services Detail / Project Scope

The following are the services and tasks that Ricoh will perform to fulfill the defined deliverables in this SOW (the “Services”). Ricoh shall provide the Services on a remote basis.

1. Project Management

Ricoh will provide a Project management resource, throughout the Project lifecycle, to coordinate the delivery and integration of Ricoh components of the solution utilizing the Ricoh Project timeline/schedule and deliverable lists of Ricoh components. This resource will act as single point of contact for the Customer Project lead to ensure that Project requirements are met and for reporting and resolution of all Project issues as well as coordinate and manage the activities of Ricoh personnel. The Ricoh Project management resource will review SOW with Customer at Project kickoff.

The implementation Project Plan/Timeline is based on deploying an average of 8 devices per day, not to exceed a total of 91 devices. This deployment approach is used to plan Project resource allocations to achieve the Project Plan/Timeline. Changes that have an impact on Project budget and/or Project timelines will require use of the [Change Control](#) process described in this SOW.

Deliverable(s): SOW review with Customer resources at Project kickoff
Project plan/timeline

- Regular cadence of Project status calls
 - To include Ricoh Team and Customer contacts
- Management of delivery and setup of new equipment
- Coordination and scheduling of old equipment pickups
- Management of issues or concerns that arise during project timeframe
- Coordinate Software upgrade with Implementation team
 - Management of issues for rapid resolution.

Resource Matrix with Escalation Path

Installation Checklist (if fleet management involved)

2. Design

Ricoh and Customer Project team members will jointly gather, develop, and finalize the technical requirements for the Project including the validation of the preliminary requirements and configurations. These requirements will be translated into a technical design document ("TDD"). If applicable, the TDD will also include a User Acceptance Test ("UAT") plan, defined in the appendix, the Customer will utilize during the UAT phase of the project. Any changes to the Project scope are identified during this phase, Ricoh will address via the [Change Control](#) process.

- The current document was designed to accommodate 17 MFPs and 150 registered users. Any future device licensing and/or workflow additions not listed in this document will require technical validation to confirm the current server infrastructure can handle the new additions.
- We will be upgrading the customers existing Streamline NX instance to the newest version available

Deliverable(s): TDD for Customer review and approval

3. Implementation

In this phase, Ricoh will install, configure, and test the solution as defined in the TDD and approved by Customer, as follows:

- All new RICOH devices will be delivered with the latest Firmware and Java (if applicable).
- RICOH will remove/disable legacy embedded application and install SLNX embedded on existing RICOH devices with the latest Firmware and Java (if applicable).
- Users can unlock the MFP using their domain credentials or by using their badge on the card reader located near the RICOH MFP.
- The card reader has been tested to work with SLNX
- SLNX will be configured with Send to Email | Send to RightFax | Send to SharePoint/OneDrive | workflow(s), in which the processed image will be stored as Send to Email | Send to RightFax | Send to SharePoint/OneDrive workflow(s), in which the processed image will be stored as PDF file.
- RICOH secure print queue will be configured on each of the designated DS servers.
- SLNX will be configured with encrypted communication using self-signed certificates.

Deliverable(s): Installed solution according to the specifications in the TDD and provide preliminary system testing and demonstrate compliance with requirements from the TDD.

Once installation, configuration, and testing are complete, Customer will conduct the user acceptance testing ("UAT") as discussed below. The order sequence of UAT and training will be identified and noted in the Project plan.

Training and Documentation

In this phase, Ricoh will provide the following materials and training for Customer. This training will be provided to the users that will be participating in the UAT Phase to enable the Customer resources to complete the UAT. These individuals will be the users that will conduct the "Train the Trainer" sessions for all remaining users.

- RICOH will configure up to 5 standard device settings that incorporates extended items and will be used as training material for the Customer's IT so that they can create their own standard device settings.

Deliverable(s): Completed delivery of User Acceptance Testing. "Train the Trainer" end user training session. Software Solution Administrative Training. As-Built project specific documentation.

Additional training by Ricoh may be requested through the [Change Control](#) process.

User Acceptance Testing

The primary purpose of User Acceptance Testing (UAT) is for the Customer to test the Project from a functional

standpoint, prior to company-wide production rollout, in order to verify that all the features documented are working as specified in the UAT test plan defined in the TDD. As a standard, UAT consists of testing the installed application with a subset of no more than 5 users and 1 device for a period of up to 3 business days.

UAT support for any new functionality or desired enhancements outside of the TDD will be handled with the established [Change Control](#) process.

Prior to production rollout, Ricoh will request signoff of the UAT phase of the project per the mutually approved Project plan/timeline.

Deliverable(s): Acknowledgement of a working system per the UAT test plan, and any subsequent change orders (“CO”) via Customer signoff of completion of UAT testing.

Production Rollout

After UAT is complete, the Project will be deployed to the remaining users and devices in production as described in the mutually approved Project plan/timeline.

At completion of production rollout, Customer will need to execute the Solution Delivery Acceptance (“SD&A”) form.

After the new Project is deployed in the production environment, Ricoh will transition Customer to technical support for the Software via the Ricoh Software Enterprise Support Center (“SESC”). Details on the SESC can be found [here](#).

Deliverable(s): Working solution as outlined in this SOW
Documentation of transition to steady state support

Customer Roles and Responsibilities

Any successful Project is a cooperative effort. With that in mind, the following section provides information on the roles and responsibilities expected of the Customer's Project team. Please note that a single individual may execute the roles and responsibilities listed below. Each role does not necessarily mean that a separate Customer resource is required.

Project Sponsor

Customer will provide a designated Project sponsor who will have policymaking and budgetary authority for the Project and will be responsible for the success of the Project (including participation/delegation of status calls and/or review of status reports).

Project Lead

Customer will provide a designated Project lead who will:

- Support the development of the TDD
- Assist with the success and development of the overall Project plan/timeline and/or implementation schedule.
- Assist with the [Change Control](#) process for those tasks that are outside the scope of the Services and the TDD, including obtaining authorized signatures for COs.
- Coordination of Customer authorized signoff of each phase and milestone if required before commencement of another phase or milestone.
- Provide a list of key resources with their contact information for areas affected by the Project to the Ricoh Project lead prior to the Project kickoff.

End User Representative

Customer will designate an end user representative who will:

- Possess a solid understanding of the business processes as well as the overall project objectives.
- Be available throughout the Project Scope Phases of the project.
- Be available to answer questions or provide input during the project.

System Administrator / Technical Support

Customer will designate a representative(s) who will:

- Provide Ricoh a system administrator during implementation.
- Provide Ricoh with local area network ("LAN") access and participate in the personal computer ("PC") workstation software configuration.
- Provide Ricoh with system access and participate in the software installation.
- Be the focal point for the day-to-day administration of the application.
- Work with the Ricoh Project team during the system integration test and UAT as necessary.
- Be available for training and application support as specified in the Project schedule/plan.
- Provide ongoing technical support for the various software components.
- Ensure the network is in proper working order in a stable environment.
- Execute appropriate backups of the development, test, and production environments, if applicable.
- Ensure appropriate virus protection is enabled throughout the Project.
- Ensure accuracy of data/information supplied to Ricoh.
- Timely meet any deadlines for actions or decisions, including the review and acceptance of all deliverables.
- Provide any and all training not listed in this SOW to the end users.
- If this SOW is dependent upon the availability of certain hardware, software, data, or documentation, Customer agrees to cause those items to be available, installed, configured and operational in advance of commencement of the Services.

Completion Criteria

When the Services or Project detailed in this SOW have been completed and demonstrated through satisfactory UAT or otherwise, the Project will be considered complete and Ricoh will provide to Customer a solutions delivery and acknowledgement, or similar form or document (each a "Completion Notice"). Despite the previous sentence, Ricoh will have fulfilled its obligations under this SOW when any one of the following first occurs:

- Ricoh completes the Services or Project described in this SOW and provides a Completion Notice.
- This SOW is terminated in accordance with Terms and Conditions applicable to this SOW. In this case, Ricoh will invoice Customer for actual hours worked and expenses incurred up to the date of termination. Hardware and software purchases are governed by their own separate agreements and are not included in this definition.

No later than 5 business days after Customer's receipt of the Completion Notice, Customer shall: (i) accept the Services or Project by signing the Completion Notice (or so inform Ricoh in other writing, including email); or (ii) if the Project or Services contains material defects or fails to conform to the specifications, reject the Project or Services, in which event, Customer shall provide to Ricoh a reasonably detailed written statement outlining the basis for its rejection. Customer's failure to respond within the 5 business day period shall be deemed acceptance of the Services and/or Project.

In the event of rejection by Customer and written notice in accordance with the procedure above, Ricoh shall promptly correct the defect set forth in the written statement and redeliver the Project or Services within a reasonable period of time. Customer shall, as soon as reasonably practicable after such redelivery (but in no event

later than 5 business days thereafter), accept or reject the redelivery in accordance with the procedure set forth above, which procedure shall be repeated until the Project or Services are accepted in accordance with this section.

Change Control

Changes to the scope of the Project or Services shall be made only in a written CO signed by both parties. Ricoh shall have no obligation to commence work in connection with any change until the fee and/or schedule impact of the change and all other applicable terms are agreed upon by both parties in writing. The following is the process to follow if changes to components within the scope of this SOW are required.

- A CO will be the vehicle for communicating change. The CO must describe the change, the reason for the change, and the effect the change will have on the Project or Services.
- The designated Project lead of the requesting party will review the proposed change and determine whether to submit the request to the other party.
- Both the Ricoh and the Customer Project leads will review the proposed change and approve it for further investigation. Ricoh will specify if there will be any charges for such investigation, which may be incorporated into the CO. The investigation will determine the effect that the implementation of the CO charge will have on price, schedule, and other terms and conditions of this SOW.
- A written CO must be signed by both parties to authorize the implementation of the changes.

Project Assumptions

To execute the Project successfully, several key assumptions have been made:

- All services will be delivered remotely by Ricoh's technical resources unless otherwise noted in this SOW. If in the course of delivering the Services, Ricoh determines that onsite installation or delivery is required additional charges will apply. In addition, if services are delayed or additional hours are incurred due to Customer IT availability, additional charges may apply as determined by the Change Control Process.
- All discussions of Project duration are dependent upon a timely reception of requisite purchase orders ("POs") and other Customer-generated paperwork necessary to launch the Project or move forward to the next phase.
- Ricoh will start work once this SOW has been signed and a purchasing agreement received.
- Services provided by Ricoh or its subcontractors will be provided during normal business hours (8:00 am to 5:00 pm) Monday through Friday excluding Ricoh recognized holidays. Required Services provided outside of these hours have not been included in the costs.
- Customer's environment consists of only a single domain.
- 15 RICOH MFPs will be licensed and have the SLNX embedded application installed.
- 1 Delegation Servers will be provisioned by the customer and 15 RICOH MFPs distributed evenly.
- Customer's card readers have been verified to work with SLNX.
- All required ports for discovery, monitoring, and configuration will be open
- Exceptions to any and all antivirus/intrusion software have been made to allow SLNX to work without affecting any of its modules.
- Customer provides additional resources from their side to assist with the creation of the certificates for the SLNX servers.

Professional Services Fees

The level of effort to install this Project as outlined in this SOW will be delivered via a deployment retainer. The number of hours included to deploy this Project listed in the retainer amount below is based on Ricoh's experience and the scope detailed in this SOW. If the scope changes or the effort to deploy the Project is greater than the estimate, Ricoh will address via our Change Control process (that may be billable at Ricoh's standard hourly rate).

Deliverable Description	Installation Deployment Retainer	Project Management Retainer
Retainer Amount	40 hours	122 hours

The total fees for this Project are included in the lease agreement, not including hardware, software, sales tax, or hardware/software technical support. Customer acknowledges and agrees that the Fees for the Services to be provided by Ricoh under this SOW have been established by Ricoh and included in the lease payment set forth in the applicable lease agreement between Customer and Ricoh Financial Services or another third-party lessor, as applicable. The purchase or lease of any hardware or software is independent from this SOW and therefore not contingent on Customer's acceptance of the Services performed.

Payment Schedule

The Fees are included in the lease payment in accordance with payment terms in the applicable lease agreement.

Retainer Notes

- All hours must be used within 180 days of execution date of this SOW.
- All hours are for standard working hours only (Monday through Friday 8:00 am through 5:00 pm local time). Off hours, weekend, holiday, etc. are not included.
- Once the hours have been depleted, additional time can be purchased at Ricoh's contracted retainer rate.

Budget Notes

- All costs are exclusive of applicable taxes.
- This cost is valid for a period of 30 days from the cover date; after this date it may be revised.

Terms & Conditions:

The performance of the Services described in this (SOW / BOT) by Ricoh for Customer is subject to and governed by the terms and conditions of the Master Maintenance and Sale Agreement dated _____ by and between Ricoh USA, Inc and the City of High Point.

This SOW shall be effective as of the date of execution by both Ricoh and Customer. Scheduling of resources and Project duration estimates can only be provided after this SOW has been signed by both parties. By signing below, the undersigned represent that they are duly authorized to enter into this SOW on behalf of their respective entities.

CUSTOMER ACCEPTANCE

Authorized Signature	Name and Title	Date

RICOH ACCEPTANCE

Authorized Ricoh Signature	Name and Title	Date

PLEASE PRINT THE NAME AND TITLE OF THE SIGNER IN THE APPROPRIATE SIGNATURE BLOCK.

Appendix A: Site Addresses

Customer locations

101 Gordon Street, High Point, NC 27260
101 Price Street, High Point, NC 27260
1035 W Ward Avenue, High Point, NC 27260
1044 W Burton Road, Thomasville, NC 27360
1073 E Springfield Road, High Point, NC 27263
120 W Commerce Avenue, High Point, NC 27260
121 N Pendleton Street, High Point, NC 27260
1220 Penny Road, High Point, NC 27265
1301 Brentwood Street, High Point, NC 27260
136 Northpoint Avenue, High Point, NC 27262
1529 Skeet Club Road, High Point, NC 27265
1730 Westchester Drive, High Point, NC 27262
1859 E Lexington Avenue, High Point, NC 27262
201 4th Street, High Point, NC 27260
211 S Hamilton Street, High Point, NC 27260
213 Fisher Avenue, High Point, NC 27262
220 E Commerce Avenue, High Point, NC 27260
300 N Rotary Drive, High Point, NC 27262
3409 N Centennial Street, High Point, NC 27265
3514 Triangle Lake Road, High Point, NC 27260
3524 Triangle Lake Road, High Point, NC 27260
3940 E Kivett Drive, High Point, NC 27282
434 S Elm Street, High Point, NC 27260
503 James Road, High Point, NC 27265
505 E Green Drive, High Point, NC 27260
513 Oakview Road, High Point, NC 27265
5875 Riverdale Drive, Jamestown, NC 27407
5898 Riverdale Drive, Jamestown, NC 27282
602 W Main Street, Jamestown, NC 27282
657 E Russell Avenue, High Point, NC 27260
716 W Martin Luther King Jr Drive, High Point, NC 27262
816 E Green Drive, High Point, NC 27260
901 N Main Street, High Point, NC 27262
921 Eastchester Drive, High Point, NC 27262

Statement of Work

Professional Service Support Block of Time

Created for:
City of High Point

December 18, 2023

SOW Design Record #
CPQ-114283

Proprietary & Confidential Information

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Introduction

Ricoh USA, Inc. ("Ricoh") has prepared the following Statement of Work ("SOW") to detail services for the **Block of Time** project (the "Project") at City of High Point ("Customer").

From time to time the Customer may require technical assistance from Ricoh's Professional Services organization. The Block of Time Statement of Work provides the Customer with the flexibility to quickly engage resources to provide technical support services.

Here are just a few of the many benefits that purchasing a Block of Time offers:

- Simplified process of contracting and budgeting for technical support services
- Access to a wide range of highly skilled Ricoh resources at a single reduced rate valid for a 60-month period
- Budgeting and pre-planning process is greatly improved

Any necessary or requested changes to the scope of the Block of Time will be handled through the change control procedures outlined in this SOW.

Services Objective

This arrangement is designed to give the Customer a blended rate for a variety of resources and skill sets. Resources will be assigned based on skill set, availability and type of service requested.

Ricoh USA, Inc. ("Ricoh") has prepared the following Statement of Work (SOW) for a Block of Services Time to provide the Customer with the ability to leverage hourly-based Professional Services at competitive rates. This Statement of Work delivers resources on a time-and-materials basis over a 60-month period beginning the first day of purchase.

Services Scope

Services Included

Time applied toward the block hours includes: all telephone and email conversations, preparation time, and any agreed upon documentation to perform and support the following support services:

- Connectivity
- Reinstallation of Software
- Streamline NX server Updates
- Technical Support (WPTZ30/PS-SUPTECH)
- Training (WPVZ00/PS-TRAINING)

Additional services can be provided other than those listed above. However, a Statement of Work for any services other than technical support services listed above is required. The scope of the services can be utilized for any Ricoh hourly service, including:

- Troubleshooting and Problem Solving of installed Ricoh supplied products
- Assist with configuration or customization of Ricoh supplied products
- Supplemental Training of Product Administrators, Trainers or End Users
- Preliminary Requirements Analysis, Design Services, and Development Services
- Staff Augmentation Services; to perform work your staff is either not trained to do or too busy to do
- Best practices and Document Management System consulting
- Project Management services

Services Excluded

This project does not cover the following functions or deliverables:

- Resources that must travel outside of their home area
- Expert / Specialized technical consulting
- Complex Solution Consulting and / or Development
- Formal Project Development or Implementation
- Work performed outside of standard working hours (Monday thru Friday 8:00am - 5:00 pm)

Customer Locations

The following customer location(s) is/are included in the scope of this Statement of Work. Any additional locations will require the execution of a Change Order and may incur additional costs.

1730 WESTCHESTER DR HIGH POINT, NC 27262

Engagement Process

Software Enterprise Support Center (SESC)

In order to obtain service under a Block of Time SOW, Customer will place a call to the Ricoh Software Enterprise Support Center at 1-888-424-1573, any time from 8 am to 8 pm EST, Monday through Friday. Details regarding the Software Enterprise Support Center can be found [here](#).

Completion Criteria

Acceptance Criteria

At the end of each service delivery, either a Professional Services Service Order or a Solutions Delivery and Acceptance (SD&A) form (if services are rendered under a Statement of Work) will be delivered to the Customer with the service description and the amount of time defined. Customer will sign this form to acknowledge and accept service delivery.

Change Control

Any changes to the scope or terms of this Statement of Work must be documented and approved by both parties through the use of a Change Order. The following list provides a detailed process to follow if changes to components within the scope of this SOW are required.

A Change Order (CO) will be the vehicle for communicating change. The CO must describe the change, the reason for the change, and the effect the change will have on the project.

The designated Project Manager of the requesting party will review the proposed change and determine whether to submit the request to the other party.

A written Change Authorization must be signed by both parties to authorize the implementation of the investigated changes.

Block of Time Price

The purchase or lease of any hardware or software is independent from this Statement of Work and therefore not contingent on Customer's acceptance of these services performed.

Customer Name:	City of High Point
Project Name:	Professional Service Support Block of Time
Deliverable Description:	Support – Block of Time
Block Hours	25
Block Term	60 months
Payment Terms:	Included in Fixed-Fee Lease Agreement

BOT SOW NOTES:

- All Services must be prepaid with Statement of Work signing and execution.
- All hours must be used within the term of the contract as defined in the block size above where the start date is the date of execution of this contract.
- Services provided by Ricoh will be provided during normal business hours (8:00 am to 5:00 pm) Monday through Friday excluding Ricoh recognized holidays. Required services provided outside of these hours have not been included in the costs.
- Once the block of time has been depleted, additional time can be purchased at the negotiated rate.
- Services are provided remotely unless otherwise indicated.
- Services must be scheduled 48 hours in advance.
- There will be a ½ hour minimum charge for services including email and telephone support.
- This estimate does not include taxes or miscellaneous expenses.

Payment Schedule

Block hours will be pre-paid. Services amount described above will be payable upon execution of this Statement of Work.

Terms & Conditions:

The performance of the Services described in this (SOW / BOT) by Ricoh for Customer is subject to and governed by the terms and conditions of the Master Maintenance and Sale Agreement dated _____ by and between Ricoh USA, Inc and the City of High Point.

This SOW shall be effective as of the date of execution by both Ricoh and Customer. Scheduling of resources and Project duration estimates can only be provided after this SOW has been signed by both parties. By signing below, the undersigned represent that they are duly authorized to enter into this SOW on behalf of their respective entities.

CUSTOMER ACCEPTANCE

Authorized Signature	Name and Title	Date

RICOH ACCEPTANCE

Authorized Ricoh Signature	Name and Title	Date

PLEASE PRINT THE NAME AND TITLE OF THE SIGNER IN THE APPROPRIATE SIGNATURE BLOCK.



EQUIPMENT REMOVAL/BUYOUT AUTHORIZATION

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST	City:	HIGH POINT
State:	NC	Zip:	27260-5397
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC6000	3149M130213/C83205876

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	901 N MAIN ST	City:	HIGH POINT
State:	NC	Zip:	27262-3923
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP2555SPAD	C299R120475/C83206976

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	901 N MAIN ST	City:	HIGH POINT
State:	NC	Zip:	27262-3923
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MPC6503	C068C800096/C83206653

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	2014TH ST	City:	HIGH POINT
State:	NC	Zip:	27260-5112
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC6000	3149M130896/C83205913

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1730 WESTCHESTER DR	City:	HIGH POINT
State:	NC	Zip:	27262-7007
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP5055SP	C339R100306/C83206742

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	901 N MAIN ST	City:	HIGH POINT
State:	NC	Zip:	27262-3923
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MPC6503	C069C100190/C83206709



Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1730 WESTCHESTER DR	City:	HIGH POINT
State:	NC	Zip:	27262-7007
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	PC600	5320XC14173/C83255047

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	3524 TRIANGLE LAKE RD	City:	HIGH POINT
State:	NC	Zip:	27260-7183
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP2555SPAD	C299R120101/C83206930

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	121 N PENDLETON ST	City:	HIGH POINT
State:	NC	Zip:	27260-6197
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3129M141055/C83205911

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1730 WESTCHESTER DR	City:	HIGH POINT
State:	NC	Zip:	27262-7007
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3121R402156/C83255058

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1730 WESTCHESTER DR	City:	HIGH POINT
State:	NC	Zip:	27262-7007
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3122R390583/C83286843

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1730 WESTCHESTER DR	City:	HIGH POINT
State:	NC	Zip:	27262-7007
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	P800	5301X126963/C83255037

RI CO H

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	816 E GREEN DR	City:	HIGH POINT
State:	NC	Zip:	27260-6714
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P101108/C83205877

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	816 E GREEN DR	City:	HIGH POINT
State:	NC	Zip:	27260-6714
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3129M141078/C83205919

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	3524 TRIANGLE LAKE RD	City:	HIGH POINT
State:	NC	Zip:	27260-7183
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC2500	3098RC00556/C83205861

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	434S ELM ST	City:	HIGH POINT
State:	NC	Zip:	27260-6619
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3129M141752/C83205915

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	816 E GREEN DR	City:	HIGH POINT
State:	NC	Zip:	27260-6714
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC6000	3149M130212/C83205914

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST	City:	HIGH POINT
State:	NC	Zip:	27260-5397
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MPC6503	C069C100177/C83206708

Customer Name: City of High Point



Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1730 WESTCHESTER DR	City:	HIGH POINT
State:	NC	Zip:	27262-7007
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC2500	3091R301622/C83255425

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1730 WESTCHESTER DR	City:	HIGH POINT
State:	NC	Zip:	27262-7007
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3129M141054/C83205896

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	300 N ROTARY DR	City:	HIGH POINT
State:	NC	Zip:	27262-6973
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P100475/C83205880

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	505 E GREEN DR	City:	HIGH POINT
State:	NC	Zip:	27260-6707
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3129M142065/C83205898

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1730 WESTCHESTER DR	City:	HIGH POINT
State:	NC	Zip:	27262-7007
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MPC6503	C069C100290/C83206726

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	434S ELM ST	City:	HIGH POINT
State:	NC	Zip:	27260-6619
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P101213/C83205891

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222

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Address:	211 S HAMILTON ST	City:	HIGH POINT
State:	NC	Zip:	27260-5397
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC6000	3149M130817/C83205912

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST	City:	HIGH POINT
State:	NC	Zip:	27260-5397
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MPC6503	C069C100298/C83206725

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	901 N MAIN ST	City:	HIGH POINT
State:	NC	Zip:	27262-3923
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP2555SPAD	C299R120400/C83206977

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1529 SKEET CLUB RD	City:	HIGH POINT
State:	NC	Zip:	27265-9530
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC2500	3098RC00330/C83205902

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	816 E GREEN DR	City:	HIGH POINT
State:	NC	Zip:	27260-6714
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP2555SPAD	C298RA20052/C83206183

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1044 W BURTON RD	City:	THOMASVILLE
State:	NC	Zip:	27360
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC2500	3098RC00309/C83205900

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	3940 E KIVETT DR	City:	HIGH POINT



State: NC

Zip: 27261

Fax/Email: candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P100479/C83205889

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	136 NORTHPOINT AVE	City:	HIGH POINT
State:	NC	Zip:	27262-7720
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3129M142033/C83205908

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	901 N MAIN ST	City:	HIGH POINT
State:	NC	Zip:	27262-3923
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P100478/C83205882

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1730 WESTCHESTER DR	City:	HIGH POINT
State:	NC	Zip:	27262-7007
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP6503SP	G658CC00122/C83206706

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	101 GORDON ST	City:	HIGH POINT
State:	NC	Zip:	27260-3700
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P101125/C83205867

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1730 WESTCHESTER DR	City:	HIGH POINT
State:	NC	Zip:	27262-7007
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IM430FB	3363P450315/C83289717

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1730 WESTCHESTER DR	City:	HIGH POINT
State:	NC	Zip:	27262-7007
		Fax/Email:	candy.harmon@highpointnc.gov



Make	Model	Serial Number
P800		5301X126964/C83255038

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	5875 RIVERDALE DR	City:	JAMESTOWN
State:	NC	Zip:	27282-8907
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
IMC2500		3098RC00297/C83205905

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	602 WMAINST	City:	JAMESTOWN
State:	NC	Zip:	27282-9515
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
IMC4500LT		3122R290224/C83276255

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	136 NORTHPOINT AVE	City:	HIGH POINT
State:	NC	Zip:	27262-7720
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
MP2555SPAD		C298RC20362/C83205918

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	3409 N CENTENNIAL ST	City:	HIGH POINT
State:	NC	Zip:	27265-2286
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
IMC2500		3098RC00274/C83205875

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1220 PENNY RD	City:	HIGH POINT
State:	NC	Zip:	27265-9182
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
IMC4500		3129M141689/C83205871

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	505 E GREEN DR	City:	HIGH POINT
State:	NC	Zip:	27260-6707
		Fax/Email:	candy.harmon@highpointnc.gov



Make	Model	Serial Number
	IM430FB	3360P800100/C83240498

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1073 E SPRINGFIELD RD	City:	HIGH POINT
State:	NC	Zip:	27263-2157
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P101123/C83205868

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST	City:	HIGH POINT
State:	NC	Zip:	27260-5397
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P101124/C83205894

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	3524 TRIANGLE LAKE RD	City:	HIGH POINT
State:	NC	Zip:	27260-7183
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP2555SPAD	C299R120441/C83206911

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST	City:	HIGH POINT
State:	NC	Zip:	27260-5397
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P101126/C83205866

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST	City:	HIGH POINT
State:	NC	Zip:	27260-5397
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC6000	3149M130203/C83205872

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	816 E GREEN DR	City:	HIGH POINT
State:	NC	Zip:	27260-6714
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
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G589P100476/C83205892

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	121 N PENDLETON ST		City: HIGH POINT
State:	NC	Zip: 27260-6197	Fax/Email: candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC2500	3098RC00529/C83205906

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST		City: HIGH POINT
State:	NC	Zip: 27260-5397	Fax/Email: candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC2500	3098RC00443/C83205899

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST		City: HIGH POINT
State:	NC	Zip: 27260-5397	Fax/Email: candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P101127/C83205895

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1730 WESTCHESTER DR		City: HIGH POINT
State:	NC	Zip: 27262-7007	Fax/Email: candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3129M142032/C83205874

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1730 WESTCHESTER DR		City: HIGH POINT
State:	NC	Zip: 27262-7007	Fax/Email: candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3121R402190/C83255059

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST		City: HIGH POINT
State:	NC	Zip: 27260-5397	Fax/Email: candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3129M141697/C83205916



Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	5898 RIVERDALE DR	City:	JAMESTOWN
State:	NC	Zip:	27282-9239
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC2500	3092R930137/C83274904

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	120 W COMMERCE AVE	City:	HIGH POINT
State:	NC	Zip:	27260-4906
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP2555SPAD	C299R120351/C83206931

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	716 W MARTIN LUTHER KING JR DR	City:	HIGH POINT
State:	NC	Zip:	27260
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3129M100743/C83212419

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	513 OAKVIEW RD	City:	HIGH POINT
State:	NC	Zip:	27265-2058
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P100477/C83205886

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	901 N MAIN ST	City:	HIGH POINT
State:	NC	Zip:	27262-3923
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P100473/C83205884

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST	City:	HIGH POINT
State:	NC	Zip:	27260-5397
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC2500	3098RC00365/C83205862



Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	816 E GREEN DR	City:	HIGH POINT
State:	NC	Zip:	27260-6714
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC2500	3098RC00196/C83205863

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST	City:	HIGH POINT
State:	NC	Zip:	27260-5397
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC2500	3098RC00135/C83205907

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1859 E LEXINGTON AVE	City:	HIGH POINT
State:	NC	Zip:	27262-3451
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3129M142066/C83205873

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1730 WESTCHESTER DR	City:	HIGH POINT
State:	NC	Zip:	27262-7007
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P101107/C83205893

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST	City:	HIGH POINT
State:	NC	Zip:	27260-5397
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP2555SPAD	C299R120399/C83206974

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	901 N MAIN ST	City:	HIGH POINT
State:	NC	Zip:	27262-3923
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP2555SPAD	C299R120367/C83206975

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Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	921 EASTCHESTER DR	City:	HIGH POINT
State:	NC	Zip:	27262-7646
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3129M141714/C83205897

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST	City:	HIGH POINT
State:	NC	Zip:	27260-5397
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P100468/C83205879

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1035 W WARD AVE	City:	HIGH POINT
State:	NC	Zip:	27260-1530
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P100467/C83205887

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST	City:	HIGH POINT
State:	NC	Zip:	27260-5397
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP2555SPAD	C299R120281/C83206912

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST	City:	HIGH POINT
State:	NC	Zip:	27260-5397
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3129M141826/C83205917

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	5898 RIVERDALE DR	City:	JAMESTOWN
State:	NC	Zip:	27282-9239
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC2500	3098RC00516/C83205865

Customer Name:	City of High Point		
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Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST	City:	HIGH POINT
State:	NC	Zip:	27260-5397
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3129M141022/C83205904

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	901 N MAIN ST	City:	HIGH POINT
State:	NC	Zip:	27262-3923
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P100469/C83205883

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	901 N MAIN ST	City:	HIGH POINT
State:	NC	Zip:	27262-3923
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P100470/C83205885

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST	City:	HIGH POINT
State:	NC	Zip:	27260-5397
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP2555SPAD	C299R120358/C83206910

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	220 E COMMERCE AVE	City:	HIGH POINT
State:	NC	Zip:	27260-5204
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC2500	3098RC00382/C83205910

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	816 E GREEN DR	City:	HIGH POINT
State:	NC	Zip:	27260-6714
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3129M141719/C83205870

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222

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Address:	901 N MAIN ST	City:	HIGH POINT
State:	NC	Zip:	27262-3923
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P101212/C83205881

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	503JAMES RD	City:	HIGH POINT
State:	NC	Zip:	27265-2125
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC2500	3098RC00343/C83205903

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	1301 BRENTWOOD ST	City:	HIGH POINT
State:	NC	Zip:	27260-7025
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP2555SPAD	C299R120042/C83210020

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST	City:	HIGH POINT
State:	NC	Zip:	27260-5397
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3129M141064/C83205901

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	716 W MARTIN LUTHER KING JR DR	City:	HIGH POINT
State:	NC	Zip:	27260
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3129M100744/C83212434

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	213 FISHER AVE	City:	HIGH POINT
State:	NC	Zip:	27262-2011
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P100466/C83205890

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	211 S HAMILTON ST	City:	HIGH POINT



State: NC

Zip: 27260-5397

Fax/Email: candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P101105/C83205878

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	657 E RUSSELL AVE	City:	HIGH POINT
State:	NC	Zip:	27260-6747
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IM350F	3370P401202/C83243890

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	5898 RIVERDALE DR	City:	JAMESTOWN
State:	NC	Zip:	27282-9239
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC2500	3098RC00471/C83205864

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	3514 TRIANGLE LAKE RD	City:	HIGH POINT
State:	NC	Zip:	27260-7183
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	IMC4500	3129M100023/C83210030

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	101 PRICE ST	City:	HIGH POINT
State:	NC	Zip:	27260-5351
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP305SPF	G589P101106/C83205869

Customer Name:	City of High Point		
Contact Name:	Candy Harmon	Phone:	(336)883-3222
Address:	136 NORTHPOINT AVE	City:	HIGH POINT
State:	NC	Zip:	27262-7720
		Fax/Email:	candy.harmon@highpointnc.gov

Make	Model	Serial Number
	MP2555SPAD	C298RC20452/C83205909

This Authorization applies to the equipment identified above and to the following Removal/Buy Out Option

This Authorization will confirm that Customer desires to engage Ricoh USA, Inc. ("Rico") to pick-up and remove certain items of equipment that are currently (i) owned by Customer or (ii) leased from Ricoh or other third party (as specified below), and that you intend to issue written or electronic removal requests (whether such equipment is identified in this Authorization, in a purchase order, in a letter or other written form) to Ricoh from time to time for such purpose. Such removal request will set forth the location, make, model and serial number of the equipment to be removed by Ricoh. By signing below, you confirm that, with respect to every removal request issued by Customer (1) Ricoh may rely on the request, (2) the request shall be governed by this Authorization, and (3) Ricoh may accept this Authorization by



either its signature or by commencing performance (e.g. equipment removal, initiating Services, etc.). Each party agrees that electronic signatures of the parties on this Authorization will have the same force and effect as manual signature. Notwithstanding the foregoing, the parties acknowledge and agree that Ricoh shall have no obligation to remove, delete, preserve, maintain or otherwise safeguard any information, images or content retained by, in or on any item of equipment serviced by Ricoh, whether through a digital storage device, hard drive or similar electronic medium ("Data Management Services"). If desired, Customer may engage Ricoh to perform such Data Management Services at its then-current rates. Notwithstanding anything in this Authorization to the contrary, (i) Customer is responsible for ensuring its own compliance with legal requirements pertaining to data retention and protection, (ii) it is the Customer's sole responsibility to obtain advice of competent legal counsel as to the identification and interpretation of any relevant laws and regulatory requirements that may affect the customer's business or data retention, and any actions required to comply with such laws, (iii) Ricoh does not provide legal advice or represent or warrant that its services or products will guarantee or ensure compliance with any law, regulation or requirement, and (iv) the selection, use and design of any Data Management Services, and any and all decisions arising with respect to the deletion or storage of any data, as well as any loss of data resulting therefrom, shall be the sole responsibility of Customer, and to the extent allowable by law, Customer shall indemnify and hold harmless Ricoh and its subsidiaries, directors, officers, employees and agents from and against any and all costs, expenses, liabilities, claims, damages, losses, judgments or fees (including reasonable attorneys' fees) (collectively, "Losses") arising therefrom or related thereto.

Equipment Removal (Owned by Customer). In addition to the terms and conditions set forth above, the following terms and conditions shall apply for Customer-owned equipment removals: Customer confirms that (1) Customer has good, valid and marketable title to such equipment and has satisfied all payment and other obligations relating to such equipment which may be owing to any third party under applicable lease, financing, sale or other agreements, (2) Customer has obtained any and all necessary consents and approvals required to authorize Ricoh to remove such items of equipment and to take title thereto, and (3) by this Authorization, Customer hereby transfers good and valuable title and ownership to Ricoh to the equipment, free and clear of any and all liens and encumbrances of any nature whatsoever and Customer will cause to be done, executed and delivered all such further instruments of conveyance as may be reasonably requested for the vesting of good title in Ricoh.

Equipment Removal (Leased by Customer). In addition to the terms and conditions set forth above, the following terms and conditions shall apply for equipment removals of equipment leased by Customer: Except for the obligations of Ricoh to pick up and remove the identified equipment, Ricoh does not assume any obligation, payment or otherwise, under any lease agreement, which shall remain Customer's sole responsibility. As a material condition to the performance by Ricoh, to the extent allowable by law, Customer hereby releases Ricoh from, and shall indemnify, defend and hold Ricoh harmless from and against, any and all claims, liabilities, costs, expenses and fees arising from or relating to any breach of Customer's representations or obligations in this Authorization or of any obligation owing by Customer under its lease agreement.

CUSTOMER

RICOH USA, INC.

Signature: _____
Name: _____
Title: _____
Date: _____

Signature: _____
Name: _____
Title: _____
Date: _____

Initials