

RICOH USA, INC.
Ricoh USA, Inc, Contract Renewals
70 VALLEY STREAM PKWY
MALVERN, PA 19355-1407

RICOH




15 May, 2015

ATTN: PURCHASING DEPARTMENT
HIDALGO COUNTY
100 N CLOSNER BLVD FL 3
EDINBURG, TX 78539-3523

Seq#: 000022



RECEIVED
MAY 21 2015
BY: 



Re: Purchase Order Request
P.O. #: 711704

Page 1 of 2

Dear Ricoh Customer:

It is our pleasure to service your equipment under our existing annual maintenance agreement program. We understand that your organization requires a purchase order for the renewal of this agreement.

To ensure prompt processing of your purchase order please include the below information. In using the attached price and coverage schedule to determine your frequency a 1 indicates monthly billing, 3 indicates quarterly billing and 12 indicates annual billing.

- . Total price including taxes and overage amount
- . Purchase order coverage dates
- . Covered serial numbers and/or equipment ID numbers
- . Equipment product coverage (Bronze, Silver or Gold)
- . Billing frequency

To ensure uninterrupted service, please send us your purchase order to the above address. You can also fax your purchase order to 866-212-1209 or e-mail it to SLGHouston@ricoh-usa.com.

Receipt of this purchase order and the resulting renewal will extend your existing maintenance agreement (on its current terms and conditions) for an additional annual period at the rates set forth in the attached price and coverage schedule.

Please note that if we do not receive your purchase order by 08/05/2015 your maintenance agreement will expire.

Our goal is to provide you with maintenance service that meets your needs. We appreciate your business and look forward to continuing to serve you. Should you have any questions or concerns, please do not hesitate to call me at 888-456-6457 Ext. 40196.

Sincerely,

Kobena Andah
Ricoh Contract Renewals
888-456-6457- Ext. 40196

Price and Coverage Schedule

Contract Number: 2831952

Period of Service: 06-Aug-2015 To 05-Aug-2016

Customer Name: HIDALGO COUNTY

RICOH

Page 2 of 2

Make Model	Serial	Equip ID#	Coverage	Coverage Description	Base Charge (\$)	Base Billing Freq. (Mon)	Meter Name	Included Images	Additional Image Cost (\$)	Usage Billing Freq. (Mon)	Customer Contact
RICOH MPC2050	C14071033	11803213	8x5x6 Gold	Labor, Parts, Toner, Staples	375.00	12	BLACK AND WHITE COLOR	30000	0.0133	12	DELMA SILVA
									0.0958	12	

