



**OFFICE OF WILLIAMSON
COUNTY JUDGE**

710 MAIN STREET, SUITE 200
GEORGETOWN, TEXAS 78626
(512) 943-1550 PHONE ♦ (512) 943-1662 FAX

March 30, 2017

RICOH USA

Attn: Mr. John Gayaut

9430 Research Blvd., Bldg. IV, Ste 300

Austin, Texas 78759

***In re: Notice of Contract Termination for 1 Copier;
Customer Account No. 2128465***

To Whom It May Concern:

As you are aware, Williamson County Office of Commissioner, Pct. 1 is currently in an expired contract with your company on a month-to-month basis for one copier. In that there is a newly elected commissioner in Precinct 1, the Williamson County Commissioners Court, as the legislative body for the county, has expressly voted to formally terminate this agreement. Pursuant to Paragraph 14 of the original master agreement, which allows for termination with a thirty (30) day notice.

Therefore, the purpose of this letter is to give you official notice that Williamson County elects to terminate the agreement between the parties, and such termination will be effective in thirty (30) calendar days. **Please contact the Office of Commissioner Precinct 1 to confirm details on return of the copier by calling (512) 244-8610.**

Thank you for your prompt attention and assistance in this regard.

Sincerely,

**Hon. Dan Gattis
Williamson County Judge**

cc: Williamson County Auditor's Office
DG/sos