

**RICOH USA PROGRAM
PROVIDED BY WELLS FARGO VENDOR FINANCIAL SERVICES, LLC**

March 20, 2022

COMMUNITY CONGREGATIONAL CHURCH
ATTN: ACCOUNTS PAYABLE ,221 COLUMBIA TPKE
RENSELAER , NY 12144 4101
ATTN: Tom Poole
PHONE: 518-477-4675
FAX: 000-000-0000

***** IMPORTANT *****
Please attach a copy of this letter to the inside and outside of each box.

Re: Equipment Return

Customer Nbr: 374433
Contract ID: 3085321

Item	Seq No.	Model	Serial	Description	Location
1	3560264	MPC4500	L9077120242	COLOR COPIER MPC4500	221 COLUMBIA TPKE, RENSELAER,NY-12144 4101

Return Authorization Nbr: IK10263141

Dear Tom Poole

Thank you for the opportunity we have had to help you manage your office equipment needs. Provided below are the equipment return instructions you requested for the lease referenced above. Please note that the return of the equipment is subject to the specific provisions as set forth in your lease agreement. If the terms of this letter contradict the terms of the lease agreement, you must return the equipment in accordance with the terms of the lease agreement. **Return of the equipment will not relieve you of any financial obligations that may be due and payable in accordance with the terms of your lease.** Please call 1-866-449-9343 if you have questions regarding any of the following:

- Return of your equipment or equipment discrepancies listed on this return letter (exact match is required for return)
- Buyout, Billing and/or Customer Service

If you require additional assistance with the de-installation of your equipment prior to return, highly recommended for high capacity production models, a Ricoh Technician will be available to assist you for a nominal fee. Please call 1-888-456-6457 for further information.

For your convenience, if you currently have excess supplies you wish to return for the equipment mentioned above, please place them with the equipment. The Transportation Co. driver will remove them along with the equipment.

If you need assistance transporting the equipment, please feel free to contact one of the following independent transportation companies who have agreed to offer competitive shipping rates at a discount from their standard rates: TTR Shipping, Inc. at 888-333-6865 or Specialized Transportation, Inc. at 866-721-8299. While we (the equipment owner and lessor) have no affiliation with any of these transportation companies, we have the right to receive and retain referral fees from them in consideration of our customer referrals

If you choose to do a self return, see return address below:

- Warehouse Return Address:Mars International - NJ
1 Lisbon St
Clifton , NJ 07013
973-777-5886

In addition, please read the remainder of this letter for further information about your equipment return.

Packing, Freight Charges, and Shipping:

- It is your responsibility to pack the equipment in accordance with the manufacturer's guidelines. However, if you use TTR Shipping for transportation and have Ricoh de-install your equipment, no further packaging is required.
- Freight charges must be prepaid. Any collect or COD shipments will be refused, which may result in additional charges. Shipment by a company specializing in the air ride transportation of electronic goods is highly recommended to avoid damage to the equipment.
- Please communicate all of your special requirements (stairs, no loading dock, etc.) to your shipper when making your transportation arrangements.

Continuation of Lease Billing:

- You will continue to be invoiced for lease payments until the equipment is received at the designated location and matched to our customer records. Please include a copy of this letter and a list of the equipment with each box returned.

Missing / Damaged / Insurance:

- All equipment listed on the lease agreement must be returned including but not limited to hardware, software (discs), cables, cords, accessories, and manuals. If the equipment listed on the lease agreement is not returned, fees may be charged as specified in your lease agreement.
- All equipment will be inspected and tested upon receipt to verify proper working condition. You are responsible for any and all damage to the equipment during shipment.
- **It is your responsibility to insure the equipment for loss or damage while in transit. You are responsible for filing any insurance claims should the equipment be damaged during transit.** The equipment should be insured in an amount equal to \$749.27.
- **If you contact TTR Shipping for transportation, adequate insurance will be included in their quote.**

IMPORTANT NOTICE REGARDING DATA SECURITY

YOU ARE SOLELY RESPONSIBLE FOR SECURELY REMOVING ANY DATA THAT MAY BE STORED ON THE DISK DRIVES OR OTHER STORAGE OR MEMORY MEDIA ("STORAGE MEDIA") OF THE EQUIPMENT YOU RETURN. FAILURE TO SECURELY REMOVE ALL DATA FROM THE STORAGE MEDIA MAY SUBJECT YOU TO (1) GOVERNMENT ACTION FOR FAILURE TO FOLLOW APPLICABLE PRIVACY LAWS AND REGULATIONS AND/OR (2) LIABILITY TO THIRD PARTIES FOR THE DISCLOSURE OR FAILURE TO SAFEGUARD DATA.

You are also solely responsible for selecting an appropriate data removal and sanitization standard that meets your business needs. Although we note, for your consideration, the Department of Defense (DoD) 5220.22M standard, which is a widely accepted method of expunging data from magnetic media, we are not recommending any particular standard. Regardless of which standard you choose, you must return the equipment in full working order (which include all factory installed software and hard drives), as required by your lease.

If you have questions regarding how to securely remove your data or if you have contracted with Ricoh USA, Inc. or another service provider, pursuant to the lease referenced above or a separate service or maintenance agreement, to securely remove your data or to replace the hard drives of the equipment, you must contact your local Ricoh USA, Inc. office or such other provider to arrange data removal or hard drive replacement before you return the equipment.

We are not liable for damages arising from your failure to securely remove any data. By returning the equipment to us, you certify to us that all data has been securely removed from the Storage Media of the equipment, release us from any liability with respect thereto, and agree to hold us harmless from and against all claims arising out of your failure to securely remove data.

If you have any further questions regarding your equipment return, please refer to the phone numbers on page 1. Thank you, again, for your business.

Sincerely,
Financial Services Remarketing