

SES



ORDER AGREEMENT

Sales Type: LEASE

Master Maintenance and Sale Agreement Number: MMSA35233460
 Master Maintenance and Sale Agreement Date: 2025-09-02T00:00:00

EQUIPMENT BILL TO INFORMATION		
Customer Legal Name: HOPKINS COUNTY BOARD OF EDUCATION		
Address Line 1: 320 S SEMINARY ST		Contact: Robin Cunningham
Address Line 2: OF EDUCATION		Phone: (270) 825-6000
City: MADISONVILLE		E-mail: robin.cunningham@hopkins.kyschools.us
ST/Zip: KY / 42431-2447	County: HOPKINS	Fax:

	PO Included PO#
Yes	Sales Tax Exempt (Attach Valid Exemption Certificate)
	Syndication
	PS Service (Subject to and governed by additional Terms and Conditions)
	IT Service (Subject to and governed by additional Terms and Conditions)

	TS PO# (if applicable)
	Add to Existing Service Contract #
Yes	Fixed Rate Service Term <u>60 Months</u>
	Annual Escalation (after initial Fixed term) 15%

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: HOPKINS COUNTY BOARD OF EDUCATION		
Address Line 1: 320 S SEMINARY ST		Contact: Robin Cunningham
Address Line 2: OF EDUCATION		Phone: (270) 825-6000
City: MADISONVILLE		E-mail: robin.cunningham@hopkins.kyschools.us
ST/Zip: KY /42431-2447	County: HOPKINS	Fax:

Service Term (Months)	Base Billing Frequency	Overage Billing Frequency	Service Type
48	QUARTERLY	QUARTERLY	GOLD

SHIP TO / PRODUCT INFORMATION									
Product Description	QTY	Service Level	11 x 17	B/W Allowance QUARTERLY	B/W Ovg	Color Allowance QUARTERLY	Color Ovg	Service Base QUARTERLY	Ship To / Equipment Address Contact Info
RICOH IM7000 CONFIGURABLE PTO MODEL	1	GOLD	Double Click	0	.0057	0	0	\$0.00	9220 HOPKINSVILLE RD NORTONVILLE KY 42442-9496 US Sarah Crane (270) 825-6143 sarah.craneer@hopkins.kyschools.us



RICOH IMC6000-RM CONFIGURABLE PTO MODEL	1	GOLD	Double Click	0	.0078	0	.0529	\$0.00	9220 HOPKINSVILLE RD NORTONVILLE KY 42442-9496 US Sarah Crane (270) 825-6143 sarah.craneer@hopkins.kyscho ols.us
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BASIC CONNECTIVITY / PS / IT SERVICES INFORMATION

BASIC CONNECTIVITY / PS / IT Services Description	QTY
PROMO SUPPORTING GREENLINE AND USED EQUIPMENT AT REDUCED LEASE RATES	1
RICOH MFP/PRINTER HW ONLY END USER TRAINING STANDARD (BASIC FUNCTIONS) REMOTE	1
TS IMPLEMENTATION NETWORK & SCAN CONNECT - SEG 5	1
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1
TS IMPLEMENTATION NETWORK & SCAN CONNECT - SEG BC4	1

ORDER TOTALS

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

Accepted by Customer

Signed By:
By: Damon Fleming
CBD46ECA32A044B
 Authorized Signer Signature
 Printed Name: Damon Fleming
 Title: Superintendent Date: 3/10/2026

Accepted: Ricoh USA, Inc.

By: _____
 Authorized Signer Signature
 Printed Name: _____
 Title: _____ Date: _____



EQUIPMENT REMOVAL/BUYOUT AUTHORIZATION

Customer Name:	HOPKINS COUNTY BOARD OF EDUCATION				
Contact Name:	Sarah Crane	Phone:	(270) 825-6143		
Address:	9220 HOPKINSVILLE RD		City:	NORTONVILLE	
State:	KY	Zip:	42442-9496	Fax/Email:	sarah.craneer@hopkins.kyschools.us

Make	Model	Serial Number
	IM7000	4022C400141 / C83267134

Customer Name:	HOPKINS COUNTY BOARD OF EDUCATION				
Contact Name:	Sarah Crane	Phone:	(270) 825-6143		
Address:	9220 HOPKINSVILLE RD		City:	NORTONVILLE	
State:	KY	Zip:	42442-9496	Fax/Email:	sarah.craneer@hopkins.kyschools.us

Make	Model	Serial Number
	IMC3500LT	3112R230133 / C83268439

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. ("Ricoh") 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 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 (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, 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.

<p>Signed by:</p> <p>CUSTOMER</p> <p>By: <u>Damon Fleming</u> <small>CBD15ECA32A944B...</small></p> <p style="text-align: center;"><i>Authorized Signer Signature</i></p> <p>Printed Name : <u>Damon Fleming</u></p> <p>Title: <u>Superintendent</u> Date: <u>3/10/2026</u></p>	<p>Accepted by: RICOH USA, INC.</p> <p>By: _____</p> <p style="text-align: center;"><i>Authorized Signer Signature</i></p> <p>Printed Name : _____</p> <p>Title: _____ Date: _____</p>
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Ricoh USA, Inc.
300 Eagleview Blvd. Suite 200
Exton, PA 19341

Product Schedule Number:
Master Lease Agreement Number : 1041784OMN

Omnia Partners Public Sector Product Schedule

This Omnia Partners Public Sector Product Schedule (this "Schedule") is between Ricoh USA, Inc. ("we" or "us") and HOPKINS COUNTY BOARD OF EDUCATION, as customer or lessee ("Customer" or "you"). This Schedule constitutes a "Schedule," "Product Schedule," or "Order Agreement," as applicable, under the Omnia Partners Public Sector 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

HOPKINS COUNTY BOARD OF EDUCATION				Robin Cunningham			
Customer (Bill To)				Billing Contact Name			
9220 HOPKINSVILLE RD				320 S SEMINARY ST			
Product Location Address				Billing Address (if different from location address)			
NORTONVILLE	HOPKINS	KY	42442-9496	MADISONVILLE	HOPKINS	KY	42431-2447
City	County	State	Zip	City	County	State	Zip
Billing Contact Telephone Number (270) 825-6000			Billing Contact Facsimile Number		Billing Contact E-Mail Address robin.cunningham@hopkins.kyschools.us		

PRODUCT DESCRIPTION ("Product")

Qty	Product Description: Make & Model	Street Address/City/State/Zip
1	RICOH IM7000 CONFIGURABLE PTO MODEL	9220 HOPKINSVILLE RD NORTONVILLE KY42442-9496 US
1	RICOH IMC6000-RM CONFIGURABLE PTO MODEL	9220 HOPKINSVILLE RD NORTONVILLE KY42442-9496 US

PAYMENT SCHEDULE

Minimum Term (months)	Minimum Payment (Without Tax)	Minimum Payment Billing Frequency	Advance Payment
48	\$5,430.12	ANNUALLY	<input type="checkbox"/> 1 st Payment <input type="checkbox"/> 1 st & Last Payment <input type="checkbox"/> Other

Sales Tax Exempt: Y

(Attach Exemption Certificate)

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

TERMS AND CONDITIONS

- 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."
- 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: _____

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

<p>CUSTOMER</p> <p>Signed by: _____ By: <input checked="" type="checkbox"/> <u>Damon Fleming</u> <small>CBD15ECA32A944B</small> Authorized Signer Signature</p> <p>Printed Name: <u>Damon Fleming</u></p> <p>Title: <u>Superintendent</u> Date: <u>3/10/2026</u></p>	<p>Accepted by: RICOH USA, INC.</p> <p>By: _____ Authorized Signer Signature</p> <p>Printed Name: _____</p> <p>Title: _____ Date: _____</p>
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Certificate Of Completion

Envelope Id: 726DE21C-DB87-441A-8C15-A9B736D46E15

Status: Completed

Subject: Ricoh Docs for HOPKINS COUNTY BOARD OF EDUCATION to Review and Sign. Quote No 36493835, PO)

Source Envelope:

Document Pages: 5

Signatures: 3

Certificate Pages: 4

Initials: 0

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:

Ricoh DocuSign

PO Box 6117

Macon, GA 31208

RicohDocuSign@Ricoh-usa.com

IP Address: 147.154.37.107

Record Tracking

Status: Original

Holder: Ricoh DocuSign

Location: DocuSign

3/4/2026 2:17:23 PM

RicohDocuSign@Ricoh-usa.com

Signer Events

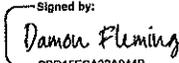
Damon Fleming

damon.fleming@hopkins.kyschools.us

Superintendent

Security Level: Email, Account Authentication (None)

Signature

Signed by:

CBD15ECA32A944B...

Signature Adoption: Pre-selected Style

Using IP Address: 170.185.118.191

Timestamp

Sent: 3/4/2026 2:17:26 PM

Viewed: 3/10/2026 6:10:01 AM

Signed: 3/10/2026 6:10:40 AM

Electronic Record and Signature Disclosure:

Accepted: 3/10/2026 6:10:01 AM

ID: 43687b33-1a79-41ac-bfdb-ba4e0e4d09a8

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Brittenham Jeffrey William (Jeff)

Jeff.Brittenham@ricoh-usa.com

Security Level: Email, Account Authentication (None)

COPIED

Sent: 3/4/2026 2:17:25 PM

Viewed: 3/4/2026 2:22:58 PM

Electronic Record and Signature Disclosure:

Accepted: 6/27/2024 2:09:22 PM

ID: fa27da10-e5f5-417a-aaaf-2461b96610ba

Lola Laditan

Lola.Laditan@ricoh-usa.com

Security Level: Email, Account Authentication (None)

COPIED

Sent: 3/4/2026 2:17:25 PM

Electronic Record and Signature Disclosure:

Accepted: 2/24/2022 2:32:43 PM

ID: 84c73bb2-e24b-4a1e-ad34-ec4ed7012628

Robin Cunningham

robin.cunningham@hopkins.kyschools.us

Security Level: Email, Account Authentication (None)

COPIED

Sent: 3/4/2026 2:17:26 PM

Viewed: 3/10/2026 6:25:27 AM

Carbon Copy Events**Status****Timestamp****Electronic Record and Signature Disclosure:**

Accepted: 3/2/2026 5:49:40 AM

ID: b0633b3b-3a33-4e7b-8341-292730421d90

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

3/4/2026 2:17:25 PM

Certified Delivered

Security Checked

3/10/2026 6:10:01 AM

Signing Complete

Security Checked

3/10/2026 6:10:40 AM

Completed

Security Checked

3/10/2026 6:10:40 AM

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

CONSUMER DISCLOSURE

From time to time, RICOH USA Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact RICOH USA Inc.

Please contact your Ricoh Sales Executive directly for any questions or to change your preferred contact method.

To withdraw your consent with RICOH USA Inc.

To inform us that you no longer want to receive future notices and disclosures in electronic format you may decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify RICOH USA Inc. as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by RICOH USA Inc. during the course of my relationship with you.