

*maintenance*



**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: MELANIE LAW
Address Line 2: OF EDUCATION		Phone: (270)825-6000
City: MADISONVILLE		E-mail: melanie.law@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 <b>60 Months</b>
	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: MELANIE LAW
Address Line 2: OF EDUCATION		Phone: (270)825-6000
City: MADISONVILLE		E-mail: melanie.law@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 IMC320F CONFIGURABLE PTO MODEL	1	GOLD	Double Click	0	.015	0	.09	\$0.00	320 S SEMINARY ST MADISONVILLE KY 42431-2447 US Amy Taylor (270) 825-6000 amy.taylor@hopkins.kyschools.us



BASIC CONNECTIVITY / PS / IT SERVICES INFORMATION	
BASIC CONNECTIVITY / PS / IT Services Description	QTY
TS IMPLEMENTATION NETWORK & SCAN CONNECT - SEG BC3	1

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

<p><b>Accepted by Customer:</b></p> <p>By: <input checked="" type="checkbox"/> <u>Damon Fleming</u>  <small>6E64047A344C4FA</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><b>Accepted: Ricoh USA, Inc.</b></p> <p>By: _____                  Authorized Signer Signature</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				MELANIE LAW			
Customer (Bill To)				Billing Contact Name			
320 S SEMINARY ST				320 S SEMINARY ST			
Product Location Address				Billing Address (if different from location address)			
MADISONVILLE	HOPKINS	KY	42431-2447	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 melanie.law@hopkins.kyschools.us		

**PRODUCT DESCRIPTION ("Product")**

Qty	Product Description: Make & Model	Street Address/City/State/Zip
1	RICOH IMC320F CONFIGURABLE PTO MODEL	320 S SEMINARY ST MADISONVILLE KY42431-2447 US

**PAYMENT SCHEDULE**

<b>Minimum Term (months)</b>	<b>Minimum Payment (Without Tax)</b>	<b>Minimum Payment Billing Frequency</b>	<b>Advance Payment</b>
48	\$800.28	ANNUALLY	<input type="checkbox"/> 1 <sup>st</sup> Payment <input type="checkbox"/> 1 <sup>st</sup> & 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><b>CUSTOMER</b></p> <p>Signed by: _____</p> <p>By: <input checked="" type="checkbox"/> <u>Damon Fleming</u> 6E84047A311C4FA 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: <b>RICOH USA, INC.</b></p> <p>By: _____ Authorized Signer Signature</p> <p>Printed Name: _____</p> <p>Title: _____ Date: _____</p>
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### Certificate Of Completion

Envelope Id: 2DCB2484-9C78-4238-8893-B1732421A4D5

Status: Completed

Subject: Ricoh Docs for HOPKINS COUNTY BOARD OF EDUCATION to Review and Sign. Quote No 36635926, PO )

Source Envelope:

Document Pages: 4

Certificate Pages: 4

AutoNav: Enabled

EnvelopeId Stamping: Enabled

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

Signatures: 2

Initials: 0

Envelope Originator:

Ricoh DocuSign

PO Box 6117

Macon, GA 31208

RicohDocuSign@Ricoh-usa.com

IP Address: 147.154.37.107

### Record Tracking

Status: Original

3/9/2026 1:12:53 PM

Holder: Ricoh DocuSign

RicohDocuSign@Ricoh-usa.com

Location: DocuSign

### Signer Events

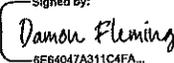
Damon Fleming

robin.cunningham@hopkins.kyschools.us

Superintendent

Security Level: Email, Account Authentication  
(None)

### Signature

Signed by:  
  
6E64047A311C4FA...

Signature Adoption: Pre-selected Style

Using IP Address: 170.185.118.223

### Timestamp

Sent: 3/9/2026 1:12:55 PM

Viewed: 3/10/2026 6:30:06 AM

Signed: 3/10/2026 6:31:10 AM

### Electronic Record and Signature Disclosure:

Accepted: 3/10/2026 6:30:06 AM

ID: 54c10a0c-a768-4440-b6df-a1abc34c5510

### 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

Brittenham Jeffrey William (Jeff)

Jeff.Brittenham@ricoh-usa.com

Security Level: Email, Account Authentication  
(None)

### Electronic Record and Signature Disclosure:

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

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

Status

**COPIED**

Timestamp

Sent: 3/9/2026 1:12:54 PM

Viewed: 3/9/2026 1:13:43 PM

### Witness Events

Signature

Timestamp

### Notary Events

Signature

Timestamp

### Envelope Summary Events

Envelope Sent

Certified Delivered

Signing Complete

Completed

Status

Hashed/Encrypted

Security Checked

Security Checked

Security Checked

Timestamps

3/9/2026 1:12:54 PM

3/10/2026 6:30:06 AM

3/10/2026 6:31:10 AM

3/10/2026 6:31:10 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.