



Sales Order Form

Sales Rep: Steven Minsky, Sales Exe.

Bill To:

Company Name: Borough Of Alpha

Address: 1001 East Boulevard **City:** Phillipsburg **State:** NJ

Location Info: **Floor:** **Zip:** 08865

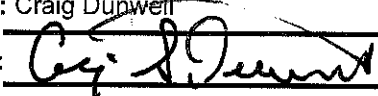
Company Contact: Craig Dunwell **Fax:** 908-454-0076
Phone: 908-454-0088 **Email:** alphaclerk@alphaboronj.org

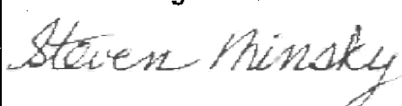
S. No	Item	Quantity	Unit Cost	Total Cost
1	imageRUNNER ADVANCE DX C5840i	1	See Lease	See Lease
1	Cassette Feeding Unit-AQ1-For C58 & DX68 Series	1	See Lease	See Lease
2	Inner Finisher-L1 (only supported with DX6860i/C58/C38)	1	See Lease	See Lease
3	Inner 2/3 Hole Puncher-D1		Total Amount	See Lease

Notes
 Includes: Delivery, Installation, Networking & Training

FREIGHT	
TAX	
TOTAL	

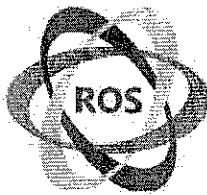
All contracts must be approved and signed by the Contract Manager, to be valid.

Company Contact: Craig Dunwell
Signature: 

Authorized Signature:


6/17/22 Digitally Signed 3:38am

Reliable Office Solutions



Corporate Office:
4442 Arthur Kill Road
Staten Island, NY 10309
(800) 784-6001
www.reliableoffice.com

Company Name : Borough Of Alpha Phone : 908-454-0088 Date : 06/02/2022

Model : imageRUNNER ADVANCE DX C5840i Serial : _____

Any service included with the sale or lease of equipment from Reliable Office Solutions and/or old lease alleviations (also called buyouts) must be listed on this agreement in order to be valid. This contract shows the specific arrangements for service on your newly purchased or leased equipment and handling of the removal of your old equipment, if applicable. This document supersedes any other written or verbal arrangements and must be signed by CFO, William Hanson, for final approval, to be valid. If a newer version of this document of this contract is needed to reflect any changes, the new contract must, in order to be valid, state that it supersedes this document and reference the date of the original contract that is no longer in effect and being replaced.

Regarding service on your newly installed equipment:

1. Contract covers your equipment for all labor, parts if you have a parts inclusive contract. Supplies also included if you have a supply inclusive contract. Please see "Contract Details" table below for what's included for each machine. Paper and staples are NOT included. All service is to be performed during normal working hours (8:30am to 5:00 pm); not including weekends/holidays. Network repair or networking is chargeable.
2. This contract does not cover damage by fire, lightning, water, customer abuse, toner spills, accident, theft, broken glass, vandalism, terrorism, damage that may be caused during a move by anyone other than reliable office solutions, or any act of god. A surge protector must be used with the equipment to ensure full coverage. Reliable office solutions shall not be responsible for delays or inability to service caused directly or indirectly by strike, accidents, terrorism, embargoes, or any other event beyond its control. Reliable office solutions cannot be responsible for any equipment which has been subjected to misuse, use of parts or supplies not recommended by the manufacturer, negligence, alterations or accident, or which shall have been repaired by anyone other than an authorized and trained Reliable Office Solutions representative.
3. All invoices on your account must be paid current for maintenance invoices and all other charges at all times with Reliable and the lease company. Should your account be delinquent for invoices related or not related to your service contract, Reliable Office Solutions may withhold service and/or supplies (most commonly toner or ink). For supply inclusive contracts, expected yields exist for each type of supply item. If you unreasonably exceed expected supply usage, have lost supplies through any means within your organization including employee theft, or request more supplies than is deemed acceptable, Reliable may withhold service and/or supplies or provide and charge for these items.
4. This contract is not transferable. A move of equipment is chargeable and must be approved by reliable in writing to be covered. Moving your equipment without notification may nullify your contract.
5. 11"x17" copies are considered two copies. Annual increases of not more than 8% annually may occur to service pricing so as to cover increasing toner, parts, and labor costs.

Meter	Time Frame	Base # Of Copies	Lease Option	CPC Base / Blended Rate	Base Price	Notes
Black	Lease Term	243,750	Included In Lease	.0095		
Color	Quarterly	n/a	n/a	.0600	n/a	Invoice Color usage Quarterly

CONTRACT DETAILS : Following list provides details of what is covered and not covered for each machine under contract:

Sr. No.	Machine	Includes			Meter	Base # Of Copies	CPC Over Base
		Labor	Parts	Supply			
1	imageRUNNER ADVANCE DX C5840i	Yes	Yes	Yes	Black	243,750	N/A
					Color	0	N/A

Regarding arrangements for any equipment removed:

Any buyouts, trade-ups, or lease payoffs Reliable has agreed to make payment for must be listed below with the lease company name, lease number, and amount. Likewise, any equipment to be returned to third parties (typically lease companies) must be listed below with the models and quantities of all machines and accessories with the applicable serial numbers. Reliable will not be responsible for any equipment not included on this document or incorrectly listed. Reliable will also not be responsible for discrepancies between model and/or serial numbers with your old leasing company.

Reliable may, at its option, pay the amount to you so that you may then pay the lease company directly. Your current leasing company will require notice to be given to them indicating that you do not wish to renew the lease on your current equipment. You must contact them in writing within the appropriate timeframe in accordance with your agreement with them. Equipment received damaged will likely cause a charge by the leasing company or third party receiving your old equipment. Such charges will not be covered by Reliable Office Solutions. You must provide Reliable with the return instructions from the third party. Reliable will not be responsible for any charges for the late return of equipment or any other late charges on your account. You must obtain the return instructions and email it to equipmentreturns@reliableoffice.com

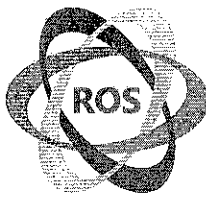
Lease Company	Lease Number	Agreed Upon Payoff Amount	Equipment (Including accessories)
Delage Landen	500-50002560	\$748.32	Sharp MX4051

Manager: Steven Minsky

Print Name : Craig Dunwell

Sign Name : Craig Dunwell

Reliable Office Solutions



Corporate Office:
4442 Arthur Kill Road
Staten Island, NY 10309
(800) 784-6001
www.reliableoffice.com

SUPPLIER:

Smart Copy Lease Agreement

Reliable Office Solutions Inc.

AGREEMENT NUMBER

This Document is written in "Plain English". The words **you** and **your** refer to the customer. The Words **Lessor, We, Us, Our** refer to **Reliable Office Solutions Inc.** Every attempt has been made to eliminate confusing language and create a simple, easy to read document.

CUSTOMER INFORMATION				
FULL LEGAL NAME OF CUSTOMER Borough Of Alpha		STREET ADDRESS 1001 East Boulevard		
CITY Phillipsburg	STATE NEW JERSEY	ZIP 08865	PHONE 908-454-0088	FAX 908-454-0076
BILLING NAME (IF DIFFERENT FROM ABOVE) Borough Of Alpha		BILLING STREET ADDRESS 1001 East Boulevard		
CITY Phillipsburg	STATE NEW JERSEY	ZIP 08865	FEDERAL TAX I.D. # 226001634	E-MAIL alphaclerk@alphaboronj.org
EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)				

MAKE/MODEL/ACCESSORIES	SERIAL NO.	STARTING METER
Canon Color Imagerunner Advance imageRUNNER ADVANCE DX C5840I		

LEASE TERMS	LEASE PAYMENT AMOUNT	SECURITY DEPOSIT
Term In Months Thirty Nine (mos.)	39 Payments of \$ 238.94 (plus applicable taxes) Lease Payment Period is Monthly Unless Otherwise Indicated	\$ _____ Received (plus applicable taxes)
Payment Includes _____ Color impressions per month		Overages billed monthly at \$ _____ per color Impression
Payment Includes _____ B&W impressions per month		Overages billed monthly at \$ _____ per B&W Impression

END OF LEASE OPTIONS: You will have the following options at the end of the original term, provided the Agreement has not terminated early and no event of default under the Agreement has occurred and is continuing.

1. Purchase the Equipment for the Fair Market Value. 2. \$Out Rate 3. Renew the Agreement per Paragraph 1. 4. Return Equipment per Paragraph 6.

LESSOR ACCEPTANCE

DATED: _____ LESSOR: **Reliable Office Solutions, Inc.** SIGNATURE: _____ TITLE: _____

CUSTOMER ACCEPTANCE

DATED: 6/16/22 CUSTOMER: Borough Of Alpha SIGNATURE: *Craig Dunwell* TITLE: Mayor PRINT NAME: Craig Dunwell

GUARANTY

As additional inducement for us to enter into the Agreement, the undersigned ("you") unconditionally, jointly and severally, personally guarantees that the customer will make all payments and meet all obligations required under this Agreement and any supplements fully and promptly. You agree that we may make other arrangements including compromise or settlement with the customer and you waive all defenses and notice of those changes and will remain responsible for the payment and obligations of this Agreement. We do not have to notify you if the customer is in default. If the customer defaults, you will immediately pay in accordance with the default provision of the Agreement all sums due under the terms of the Agreement and will perform all the obligations of the Agreement. If it is necessary for us to proceed legally to enforce this guaranty, you expressly consent to the governing law, jurisdiction and venue of the court set forth in paragraph 15 of the Agreement and agree to pay all costs, including attorney's fees incurred in enforcement of this guaranty. It is not necessary for us to proceed first against the customer before enforcing this guaranty. By signing this guaranty, you authorize us to obtain personal credit bureau reports on you for credit and collection purposes. This is a continuing Guaranty and shall not be discharged or affected by death of the undersigned, shall bind the heirs, administrators, representatives, successors and assigns of the undersigned, and may be enforced by or for the benefit of any assignee or successor of us.

PRINT NAME OF GUARANTOR: _____ SIGNATURE: _____ DATE: _____

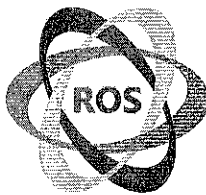
ACCEPTANCE OF DELIVERY

You certify that all the equipment listed above has been furnished, that delivery and installation has been fully completed and is satisfactory. Further, all conditions and terms of this Agreement have been reviewed and acknowledged. Upon your signing below, your promises herein will be irrevocable and unconditional in all respects. By signing below, you certify all conditions and terms of this agreement on the front and back have been reviewed and acknowledged.

DATED: _____ CUSTOMER: _____ SIGNATURE: _____ TITLE: _____

THIS IS A NONCANCELABLE / IRREVOCABLE AGREEMENT, THIS AGREEMENT CANNOT BE CANCELED OR TERMINATED.

Reliable Office Solutions



Corporate Office:
4442 Arthur Kill Road
Staten Island, NY 10309
(800) 784-6001
www.reliableoffice.com

1. AGREEMENT: You agree to rent from us the personal property set forth on the face of this Smart Copy Lease Agreement ("Agreement") and as modified by supplements to this Agreement from time to time signed by you and us (such property and any upgrades, replacements, repairs and additions referred to as "Equipment") for business purposes only. You agree to all of the terms and conditions contained in this Agreement and any supplement, which together are a complete statement of our agreement regarding the Equipment and supersede any purchase order or outstanding invoice. This Agreement may be modified only by written agreement and not by course of performance. This Agreement becomes valid upon execution by you, and will begin on the rent commencement date which will be the date of delivery, installation, and acceptance of Equipment by you and will continue for the number of consecutive months shown. The term will be extended automatically for successive 12-month terms unless you send us written notice you do not want it renewed at least ninety (90) days but not more than one hundred twenty (120) days before the end of any term. If any provision of this Agreement is declared unenforceable in any jurisdiction, the other provisions herein shall remain in full force and effect in that jurisdiction and all others. You agree that a facsimile copy of this Agreement with facsimile signatures may be treated as an original and will be admissible as evidence of this Agreement.

2. RENT: Rent will be payable in installments, each in the amount of the Lease Payments, plus copy charges for additional metered copies in excess of the agreed monthly minimum number of impressions plus any applicable sales tax, use tax, plus 1/12th of the amount estimated by us to be personal property tax on the Equipment for each year of this Agreement. You will pay the security deposit on the date you sign this Agreement. Subsequent installments will be payable on the first day of each Lease Payment period shown beginning after the first Lease Payment period. We will have the right to apply all sums, received from you, to any amounts due and owed to us under the terms of this Agreement. In the event this Agreement is not fully completed, the security deposit will be retained by us to compensate us for our documentation, processing and other expenses. If for any reason, your check is returned for nonpayment, a \$20.00 bad check charge will be assessed.

3. MAINTENANCE AND SUPPLIES: The charges established by this Agreement may include (as indicated on the lease document) payment for the use of the designated Equipment and accessories, maintenance (during normal business hours), inspection, adjustment, parts replacement, drums and cleaning material required for the proper operation, as well as black toner and developer. Paper and staples must be separately purchased by customer. If we determine that you have used 15% more consumable supplies than normal (as determined by the manufacturer's specifications) to produce copies, you agree to pay us an amount from time to time which may be necessary to offset such increased usage. You agree to pay at published rates for support required for printer applications or network service, repairs outside of normal business hours, or service required because of your negligence or improper operation of Equipment.

4. OWNERSHIP OF EQUIPMENT: Except for Agreements with a \$1.00 purchase option, we are the owner of the Equipment and have sole title to the Equipment (excluding software). You agree to keep the Equipment free and clear of all liens and claims.

5. WARRANTY DISCLAIMER: WE MAKE NO WARRANTY EXPRESS OR IMPLIED, INCLUDING THAT THE EQUIPMENT IS FIT FOR A PARTICULAR PURPOSE OR THAT THE EQUIPMENT IS MERCHANTABILITY. YOU AGREE THAT YOU HAVE SELECTED EACH ITEM OF EQUIPMENT BASED UPON YOUR OWN JUDGMENT AND DISCLAIM ANY RELIANCE UPON ANY STATEMENTS OR REPRESENTATIONS MADE BY US. THE SUPPLIER AND ITS REPRESENTATIVES ARE NOT OUR AGENTS AND ARE NOT AUTHORIZED TO MODIFY THE TERMS OF THIS LEASE. YOU ARE AWARE OF THE NAME OF THE MANUFACTURER OF EACH ITEM OF EQUIPMENT AND YOU WILL CONTACT EACH MANUFACTURER FOR A DESCRIPTION OF YOUR WARRANTY RIGHTS.

6. LOCATION OF EQUIPMENT: You will keep and use the Equipment only at your address shown above and you agree not to move it unless we agree to it. At the end of the Agreement's term, you will return the Equipment to a location we specify at your expense, in retail resalable condition, full working order, and in complete repair. We have the right to inspect the Equipment at any time during normal business hours.

7. LOSS OR DAMAGE: You are responsible for the risk of loss or for any destruction of or damage to the Equipment. No such loss or damage relieves you from the payment obligations under this Agreement. You agree to promptly notify us in writing of any loss or damage. In the event of total loss or damage beyond repair you will then pay to us the present value of the total of all unpaid Lease Payments for the full term plus the estimated fair market value of the Equipment at the end of the originally scheduled term, all discounted at three percent (3%) per year. Any proceeds of insurance will be paid to us and credited, at our option, against any loss or damage.

8. RISK OF LOSS AND INSURANCE: You are responsible for all risks of loss or damage to the equipment and if any occurs you are required to satisfy all of your obligations. You will keep the Equipment insured against all risks of loss or damage for an amount equal to its replacement cost. You will list us as the sole loss payee for the insurance and give us written proof of the insurance. If you do not provide such insurance, you agree that we have the right, but not the obligation, to obtain such insurance, and add an insurance fee to the amount due from you or we may enroll you in our monthly Equipment damage waiver program and bill you a Equipment damage waiver surcharge of up to .0035 of the total stream of payments as a result of ongoing administrative costs, credit risk and other costs. We may make a profit on these programs. We are not responsible for any losses or injuries caused by the Equipment and you will reimburse us and defend us against any such claims. This indemnity will continue after the termination of the Lease. You will obtain and maintain comprehensive public liability insurance naming us as an additional insured with coverage's and amounts acceptable to us.

9. INDEMNITY: We are not responsible for any loss or injuries caused by the installation or use of the Equipment. You agree to hold us harmless and reimburse us for loss and to defend us against any claim for losses or injury caused by the Equipment. This indemnification obligation will continue after the termination of this Agreement.

10. TAXES AND FEES: You agree to pay when due all taxes (including personal property tax, fines and penalties) relating to this Agreement or the Equipment. If we pay any of the above for you, you agree to reimburse us and to pay us a processing fee for each payment we make on your behalf. You also agree to pay us any filing fees prescribed by the Uniform Commercial Code or other law and reimburse us for all costs involved in completing this transaction. You further agree to pay us a document fee of \$79.50 on the date the first Lease Payment is due. You will indemnify us on an after-tax basis against the loss of any tax benefits anticipated at the Commencement Date, which loss arises from your acts or omissions. Any fee charged under this Agreement may include a profit.

Customer agrees that by providing us with a telephone number for a cellular phone or other wireless device, customer is expressly consenting to receiving communications including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system from Lessor or Secured Party or its assigns, and affiliates and agents at that number. This express consent applies to each such number that you provide to us now or in the future and permits such calls regardless of their purpose. These calls and messages may incur access fees from your cellular provider.

11. ASSIGNMENT: YOU HAVE NO RIGHT TO SELL, TRANSFER, ASSIGN OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT. We may sell, assign, or transfer this Agreement without notice. You agree that if we sell, assign, or transfer this Agreement, the new Lessor will have the same rights and benefit that we have now and will not have to perform any of our obligations. You agree that the rights of the new Lessor will not be subject to any claims, defenses, or set offs that you may have against us.

12. DEFAULT AND REMEDIES: If you do not pay any Lease Payment or other sum due to us or other parties when due or if you break any of your promises in the Agreement or any other Agreement with us, you will be in default. If any part of a payment is late, you agree to pay a late charge of 15% of the payment which is late or if less, the maximum charge allowed by law. If you

are ever in default, we may retain your security deposit and at our option, we can terminate or cancel this Agreement and require that you pay (1) the monthly payments due and to become due through the remainder of the term (discounted at 3%); (2) the estimated average Fair Market Value of similar Equipment of like age; (3) and return the Equipment to us to a location designated by us. We may recover interest on any unpaid balance at the rate of 18% per annum. We may also use any of the remedies available to us under Article 2A of the Uniform Commercial Code as enacted in the State of Lessor or its Assignee's principal place of business or any other law. If we refer this Agreement to an attorney for collection, you agree to pay our reasonable attorney's fees and actual court costs. If we have to take possession of the Equipment, you agree to pay the cost of repossession. The net proceeds of the sale of any repossessed Equipment will be credited against what you owe us under this Agreement. YOU AGREE THAT WE WILL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES FOR ANY DEFAULT BY US UNDER THIS AGREEMENT. You agree that any delay or failure to enforce our rights under this Agreement does not prevent us from enforcing any rights at a later time. It is further agreed that your rights and remedies are governed exclusively by this Agreement and you waive customer's rights under Article 2A (608-622) of the UCC.

13. UCC FILINGS: You grant us a security interest in the Equipment if this Agreement is deemed a secured transaction and you authorize us to record a UCC-1 financing statement or similar instrument, and appoint us your attorney-in-fact to execute and deliver such instrument, in order to show our interest in the Equipment.

14. SECURITY DEPOSIT: The security deposit, if any as indicated on the first page of this lease agreement, is non-interest bearing and is to secure your performance under this Agreement. Any security deposit made may be applied by us to satisfy any amount owed by you, in which event you will promptly restore the security deposit to its full amount as set forth above. If all conditions herein are fully complied with and provided you have not ever been in default of this Agreement per paragraph 12, the security deposit will be refunded to you after the return of the Equipment in accordance with paragraph 6.

15. CONSENT TO LAW, JURISDICTION, AND VENUE: This Agreement shall be deemed fully executed and performed in the state of Lessor or its assignee's principal place of business and shall be governed by and construed in accordance with its laws. If the Lessor or its Assignee shall bring any judicial proceeding in relation to any matter arising under the Agreement, you irrevocably agree that any such matter may be adjudged or determined in any court or courts in the state of Lessor or its Assignee's principal place of business, or in any court or courts in your state of residence, or in any other court having jurisdiction over you or your assets, all at the sole election of the Lessor. You hereby irrevocably submit generally and unconditionally to the jurisdiction of any such court so elected by Lessor in relation to such matters. You waive trial by jury in any action between us.

16. OVERRAGES AND COST ADJUSTMENTS: You agree to comply with any billing procedures designated by us, including notifying us of the meter reading at the end of each month. You may not take any reduction, recoupment, defense or set off against impression charges or other amounts due for any reason whatsoever. Lessor has the right to increase the impression charge on an annual basis.

17. UPGRADE/DOWNGRADE PROVISION: AFTER INCEPTION OF THE AGREEMENT AND UPON YOUR REQUEST, WE MAY REVIEW YOUR IMPRESSION VOLUME AND PROPOSE OPTIONS FOR UPGRADING OR DOWNGRADING TO ACCOMMODATE YOUR NEEDS.

18. TRANSITION BILLING: In order to facilitate an orderly transition, including installation and training, and to provide a uniform billing cycle, the "Effective Date" of this Agreement will be at our discretion any date within thirty (30) days following installation.

19. METER; ELECTRIC SERVICES: You agree to provide adequate space without charge at the equipment location for the Equipment, adequate electricity (including, if necessary, a dedicated 110 or 220 volt line), an electrical surge suppressor with a UL-1449 rating or better, and reasonable storage for supply to be used with the Equipment. Most Equipment will be connected to an automatic meter reading device which will record the number of impressions made on the Equipment each month and upon which monthly invoices will be based. If an automatic meter reading device is not installed and otherwise upon request, you will provide us, by telephone with the actual meter reading on the 20th day of each calendar month, provided that we may estimate the number of impressions used if such meter reading is not received by us within 7 days. The estimated charge for excess impressions shall be adjusted upon receipt of actual meter readings.

20. LESSEE GUARANTEE: You agree to submit the original lease documents with security deposit to the Lessor via overnight courier the same day of the facsimile transmission of the lease documents. Should we fail to receive these originals, you agree to bound faxed copy of this Agreement with appropriate signatures on both sides of the document. Lessee waives the right to challenge in court the authenticity of a faxed copy of this Agreement and the faxed copy shall be considered the original and shall be the binding Agreement for the purposes of any enforcement action under paragraph 12, further, the faxed copy containing your faxed signature and our original signature is the original for all other purposes, including chattel paper.

FOR MUNICIPALITIES ONLY

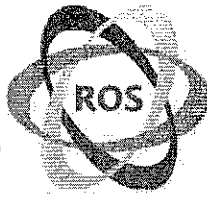
21-A. CUSTOMER COVENANTS: The Customer covenants and warrants that (1) It has, in accordance with the requirements of law, fully budgeted and appropriated sufficient funds for the current budget year to make the payments scheduled to come due and to meet its other obligations under the Agreement and such funds have not been expended for other purposes; and (2) that there is no action, suit, proceeding or investigation pending, or threatened in any court or other tribunal or competent jurisdiction, state or federal, or before any public board or body, which in any way would (a) restrain or enjoin the delivery of the Agreement or the ability of the Customer to make its Base Payments (as set out above); (b) contest or affect the authority for the execution or delivery of, or the validity of, the Agreement; or (c) contest the existence and powers of the Customer; nor is there any basis for any such action suit, proceeding or investigation; and (3) That the Equipment will be operated and controlled by the Customer and will be used for essential government purposes and will be essential for the term of the Agreement. (4) Customer has not previously terminated a lease for non-appropriation, except as specifically described in a letter appended hereto.

21-B SIGNATURES: Each signor (two if monthly payment exceeds \$1,200) warrants that he/she is fully conversant with the governing relevant legal and regulatory provisions and has full power and authorization to bind Customer. Signor(s) for Customer further warrant(s) its governing body has taken the necessary steps; including any legal bid requirements, under applicable law to arrange for acquisition of the Equipment; the approval and execution has been in accordance with all applicable open meeting laws; and that a resolution of the governing body of Customer authorizing execution of the Agreement has been duly adopted and remains in full force and effect.

21-C NON-APPROPRIATION: In the event Customer is in default under the Agreement because:
1. Funds are not appropriated for a fiscal period subsequent to the one in which the Agreement was entered into which are sufficient to satisfy all of Customer's obligations under the Agreement during said fiscal period;
2. Such non-appropriation did not result from any act or failure to act of customer;
3. Customer has exhausted all funds legally available for all payment due under the Agreement; and
4. There is no other legal procedure by which payment can be made to Lessor.
Then, provided that (a) Customer has given Lessor written notice of the occurrence of paragraph 1 above thirty (30) days prior to such occurrence; (b) Lessor has received a written opinion from Customer's counsel verifying the same within ten (10) days thereafter; and (c) the Customer does not directly or indirectly purchase, lease or in any way acquire any services or equipment supplied or provided for hereunder; upon receipt of the equipment delivered to a location designated by Lessor, at Customer's expense, Lessor's remedies for such default shall be to terminate the Lease at the end of the fiscal period during which notice is given; retain the advance payments, if any; and/or sell, dispose of, hold, use or rent the equipment as Lessor in its sole discretion may desire, without any duty to account to Customer.

Initials:

Reliable Office Solutions



Corporate Office:
 4442 Arthur Kill Road
 Staten Island, NY 10309
 (800) 784-6001
 www.reliableoffice.com

System Pre-Install Sheet

Company Name : Borough Of Alpha
Address : 1001 East Boulevard, Phillipsburg, NJ - 08865
Sales Rep : Steven Minsky, Sales Exe. 917-577-3686
Company Contact : Craig Dunwell 908-454-0088

Equipment Model	Machine Details		Location Info
Canon Color Imagerunner Advance imageRUNNER ADVANCE DX C5840i	IP Address : No. of PCs : 5 Operating System : Windows Networking Contact : Donna 908-454-0088 Networking Notes :	Equipment ID : Network Drop Available within 3 feet : Yes Electrical Outlet Available within 3 feet : Yes	1001 East Boulevard - 08865 1001 East Boulevard Phillipsburg, NJ - 08865 Loc/Dept : Floor : Donna 908-454-0088

Special Instructions:

Please setup all computers to scan to email and/or shared folder
 Please setup image ware remote for remote meter capture

** The \$295 Network Installation includes a Reliable Network Specialist preparing the copier for printing capabilities and instructing your IT support person or company on installation of drivers and programs needed to run the copiers as a network printer and or scanner, on 3 workstations. Or up to one hours work.
 Additional workstations setups for new computers not onsite during initial install and/or any other networking/software needs, are billable at \$145 per hour.

Sales Associate Signature: Steven Minsky

6/17/22 Digitally Signed 3:38am

Date: 6/17/22 Digitally Signed 3:38am

Customer Signature: Craig Dunwell

Date: 6/16/22

Network Tech Signature: _____

Date: _____