



FILE COPY



APPROVED

Lease Agreement

TGI OFFICE AUTOMATION, LLC

LESSEE	Full Legal Name The Landmark Club Condominium Association, Inc				Phone Number (305) 933-2349	
	Billing Address 20185 East Country Club Dr - Office 2nd FL Aventura			City Aventura	State FL	Zip 33180
	Equipment Location (if not same as above) City State Zip				Purchase Order Requisition Number	
					Send Invoice to Attention of:	

EQUIPMENT INFORMATION	Equipment Make	Model Number	Serial Number	Quantity	Description (Attach Separate Schedule A If Necessary)
	Ricoh	IMC2500		1	Digital MFP

PAYMENT INFORMATION	Number of Lease Payments	Lease Payment (PLUS)	Applicable Sales Tax (EQUALS)	Total Lease Payment	Term of Lease in Months 39	Payment Frequency: <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other		
	39	\$379.20	=			End of Lease Option: <input checked="" type="checkbox"/> FMV <input type="checkbox"/> 10% <input type="checkbox"/> \$1 <input type="checkbox"/> Other	End of Lease Purchase Option shall be FMV unless another option is selected.	
						Security Deposit (PLUS)	First Period Payment (PLUS)	Other (EQUALS)

TERMS AND CONDITIONS

1. Lease: You (the "Lessee") agree to lease from us (the "Lessor") the Equipment listed above and on any attached schedule (the "Lease"). You authorize us to adjust the Lease payments by up to 15% if the cost of the Equipment or taxes differs from the supplier's estimate. This Lease is effective on the date that it is accepted and signed by us, and the term of this Lease begins on that date or any later date that we designate (the "Commencement Date") and continues thereafter for the number of months indicated above. Lease payments are due as invoiced by us. As you will have possession of the Equipment from the date of its delivery, if we accept and sign this Lease you will pay us interim rent for the period from the date the Equipment is delivered to you until the Commencement Date as reasonably calculated by us based on the Lease payment, the number of days in that period, and a month of 30 days. Your Lease obligations are absolute, unconditional, and are not subject to cancellation, reduction, setoff or counterclaim. You agree to pay us a fee of \$99.00 on the date the first payment is due to cover the expense of originating the Agreement and delivery of the equipment. Security deposits are non-interest-bearing and may be applied to cure a Lease default. If you are not in default, we will return the deposit to you when the Lease is terminated. If a payment is not made when due, you will pay us a late charge of 5% of the payment or \$10.00, whichever is greater. We will charge you a fee of \$25.00 for any check that is returned. ONLY WE ARE AUTHORIZED TO WAIVE OR CHANGE ANY TERM, PROVISION OR CONDITION OF THE LEASE.

2. Title: Unless you have a \$1.00 purchase option, we will have title to the Equipment. If you have a \$1.00 purchase option and/or the Lease is deemed to be a security agreement, you grant us a security interest in the Equipment and all proceeds thereof. You authorize us to file Uniform Commercial Code ("UCC") financing statements on the Equipment.

3. Equipment Use, Maintenance and Warranties: We are leasing the Equipment to you "AS-IS" AND MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. We transfer to you any manufacturer warranties. You are required at your cost to keep the Equipment in good working condition and to pay for all supplies and repairs. If the Lease payment includes the cost of maintenance and/or service provided by a third party, you agree that we are not responsible to provide the maintenance or service and you will make all claims related to maintenance and service to the third party. You agree that any claims related to maintenance or service will not impact your obligation to pay all Lease payments when due.

4. Assignment: You agree not to transfer, sell, sublease, assign, pledge or encumber either the Equipment or any rights under this Lease without our prior written consent. You agree that we may sell, assign, or transfer the Lease and the new owner will have the same rights and benefits we now have and will not have to perform any of our obligations and the rights of the new owner will not be subject to any claims, defenses, or setoffs that you may have against us or any supplier.

5. Risk of Loss and Insurance: You are responsible for all risks of loss or damage to the Equipment and if any loss occurs you are required to satisfy all of your Lease 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, on which we may make a profit. 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 this Lease. You will obtain and maintain comprehensive public liability insurance naming us as an additional insured with coverages and amounts acceptable to us.

6. Taxes: You agree to pay when due, either directly or as reimbursement to us, all sales, use and personal property taxes and charges in connection with ownership and use of the Equipment. We may charge you a processing fee for administering property tax filings. You will indemnify us on an after-tax basis against the loss of any tax benefits anticipated at the Commencement Date arising out of your acts or omissions.

7. End of Lease: You will give us at least 60 days but not more than 120 days written notice (to our address below) before the expiration of the initial lease term (or any renewal term) of your intention to purchase or return the Equipment. With proper notice you may: a) purchase all the Equipment as indicated above under "End of Lease Option" (fair market value purchase option amounts will be determined by us based on the Equipment's in place value); or b) return all the Equipment in good working condition at your cost in a timely manner, and to a location we designate. If you fail to notify us, or if you do not (i) purchase or (ii) return the Equipment as provided herein, this Lease will automatically renew for consecutive 12 month renewal periods.

8. Default and Remedies: You are in default on this Lease if: a) you fail to pay a Lease payment or any other amount when due; or b) you breach any other obligation under the Lease or any other Lease with us. If you are in default on the Lease we may: (i) declare the entire balance of unpaid Lease payments for the full Lease term immediately due and payable to us; (ii) sue you for and receive the total amount due on the Lease plus the Equipment's anticipated end of Lease fair market value or fixed price purchase option (the "Residual") with future Lease payments and the Residual discounted to the date of default at the lesser of (A) a per annum interest rate equivalent to that of a U.S. Treasury constant maturity obligation (as reported by the U.S. Treasury Department) that would have a repayment term equal to the remaining Lease term, all as reasonably determined by Lessor, or (B) 3% per annum, plus reasonable collection and legal costs; (iii) charge you interest on all monies due at the rate of 18% per year or the highest rate permitted by law from the date of default; and (iv) require that you immediately return the Equipment to us or we may peaceably repossess it. Any return or repossession will not be considered a termination or cancellation of the Lease. If the Equipment is returned or repossessed we will sell or re-rent the Equipment at terms we determine, at one or more public or private sales, with or without notice to you, and apply the net proceeds (after deducting any related expenses) to your obligations. You remain liable for any deficiency with any excess being retained by us.

9. Miscellaneous: You agree the Lease is a Finance Lease as defined in Article 2A of the UCC. You acknowledge we have given you the name of the Equipment supplier and that you may have rights under the contract with the supplier and may contact the supplier for a description of these rights. If requested, you will sign a separate Equipment acceptance certificate. **This Lease was made in the state of Lessor or its Assignee's principal place of business, is to be performed in that state and shall be governed and construed in accordance with its laws. You consent to jurisdiction, personal or otherwise, in any state or federal court in the state of Lessor or its Assignee's principal place of business and irrevocably waive a trial by jury.** You agree to waive any and all rights and remedies granted to you under Sections 2A-508 through 2A-522 of the UCC. You agree that the Equipment will only be used for business purposes and not for personal, family or household use, and will not be moved from the above location without our consent. You agree that a facsimile copy of the Lease with facsimile signatures may be treated as an original and will be admissible as evidence of the Lease. We may inspect the Equipment during the Lease term.

LESSEE SIGNATURE	You agree that this is a non-cancelable lease. The Equipment is: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED	
	Signature	Date 4/26/2021
	Title Manager	
	Print Name Andrea Stonom Legal Name of Corporation The Landmark Club Condominium Association, Inc	

GUARANTY	I unconditionally guaranty prompt payment of all the Lessee's obligations. The Lessor is not required to proceed against the Lessee or the Equipment or enforce other remedies before proceeding against me. I waive notice of acceptance and all other notices or demands of any kind to which I may be entitled. I consent to any extensions or modification granted to the Lessee and the release and/or compromise of any obligations of the Lessee or any other guarantors without releasing me from my obligations. This is a continuing guaranty and will remain in effect in the event of my death and may be enforced by or for the benefit of any assignee or successor of the Lessor. This guaranty is governed by and constituted in accordance with the laws of the state of Lessor or its Assignee's principal place of business and I consent to non-exclusive jurisdiction in any state or federal court in that state and waive trial by jury.	
	Signature	Date
	Print Name	

LESSOR	TGI Office Automation, LLC	
	Commencement Date	Lease Number
	Accepted By:	

ACCEPTANCE	The Equipment has been received, put in use, is in good working order and is satisfactory and acceptable.	
	Signature	Date
	Print Name	Title

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT: To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for (i) if you are a legal entity, your name, address, and other information that will allow us to identify you, (ii) if you are an individual, your name, address and date of birth. We may also ask to see your driver's license or other identifying documents.

SCANNED

07TGI003v4



OFFICE AUTOMATION

ORDER WITH MAINTENANCE AGREEMENT

CUSTOMER INFORMATION

Current Customer New Customer New Location

TGI Rep & Rep ID: Genivel Lugones 1078-GL00 PO: _____ Order Date: 4/26/2021

Customer #: _____ Customer #: _____

Ship-to: The Landmark Club Condominium Association, Inc
20185 East Country Club Dr - Office 2nd Floor
Aventura, Florida 33180

Bill-to: The Landmark Club Condominium Association, Inc
20185 East Country Club Dr - Office 2nd Floor
Aventura, Florida 33180

Attn: Andrea Stonom Attn: Andrea Stonom Tax ID: 65-0132882

Ph: (305) 933-2349 Fax: _____ Ph: (305) 933-2349 Fax: _____

Email: thelandmarkmanager@gmail.com Email: thelandmarkmanager@gmail.com

Paperless Invoice Email: _____



ORDER TYPE

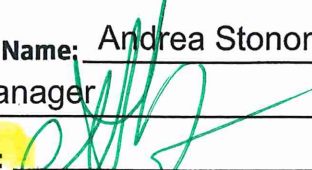
Purchase Lease Co: Wells Fargo Rental Demo

SPECIAL TERMS AND INSTRUCTIONS

Please note the following: Upon delivery of the new equipment this new lease agreement will satisfy the remaining lease obligations the current Wells Fargo Lease #450-9666979-001 for the Ricoh Equipment Model MPC2004EX SN#C767R310443, and upon installation of new equipment TGI will pick up and return ship the current equipment to Leasing Company at NO Cost to customer.

ORDER DETAILS

QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	EXT. PRICE
1	418284	IMC2500 25PPM with standard 2 Trays	On Lease	On Lease
1	418352	Paper Feed Unit PB3300 - 2 Additional Universal Trays		
	418378	Internal Finisher SR3250 - 500 sheet Stapling Finisher		
1	418327	Punch Unit PU3070 NA- Hole punching		
1	418406	Postscript3 Unit Type M37 - For Mac		
1	418600	Fax Option Type M37 - Faxing		
1		RSI Essentials (1) MFP	Included	Included
 E-MAILED				
Initial: 		Lease 39 months @ \$379.20 per month		
APR 26 2021		Includes 1,500 B/W Copies and 700 Color Copies Monthly		
SCANNED		Full service Includes ALL Parts Labor Supplies and Toner For Full Term		
		Excess Copies will be adjusted on a Quaterly bases in excess of		
		4,500 B/W Copies @0.0089 and 2,100 Color Copies @0.065 Quaterly.		
		If customer is within the quarterly allowances ther will be NO excess Charges		

Customer Name: Andrea Stonom
Title: Manager Date: 4/26/2021
Signature: 

SUBTOTAL	
FREIGHT	
TAX	
TOTAL	

By signing the customer accepts the terms and conditions of this agreement.

see back for additional information

MAINTENANCE AGREEMENT

Customer initials here if NOT taking a Maintenance Agreement: _____

Equipment Covered: IMC2500

Start Date: On Install **Start Meter:** _____ **Black/** _____ **Color.** _____

INCLUDED IN LEASE

Black prints 4,500 /
Color prints 2,100

Per month
 Per quarter
 Per other _____

Overages at:
0.0089 black /
0.065 color

BILLED SEPERATELY (CPC)

Black prints _____ /
Color prints _____

Minimum prints: _____ black /
_____ color

Billed monthly
 Billed quarterly
 Billed other _____

WIDE FORMAT (CPC-LINEAR FEET)

Black prints _____ /
Color prints _____

Minimum prints: _____ black /
_____ color

Billed monthly
 Billed quarterly
 Billed other _____

Includes: (check all that apply)

Parts Labor Consumables (non-toner/cartridges) Black Toner/Developer Color Toner/Developer Black Drums Color Drums Other: _____

Meter Collection Method:

TGI Monitor
 Email Phone Fax
***If not TGI Monitor, decline form required.**

Meter Contact Info (all fields required)

Contact Name: Andrea Stonom
Contact Email: thelandmarkmanager@gmail.com
Contact Phone: (305) 933-2349

IT/Networking Contact Info

Provide contact information for someone with administrative rights and knowledge of your network.

IT Contact Name: _____
IT Contact Email: _____
IT Contact Phone: _____

TERMS AND CONDITIONS

Terms and Conditions:

Agreement: By signing this order agreement, TGI Office Automation (TGI) and the company specified have agreed upon the following terms and conditions. This is a binding agreement and not a transaction on approval or trial basis unless specified as a demo. This agreement shall constitute the entire agreement between TGI and the company specified and covers only the items listed on this agreement. This agreement is non-transferable.

Acceptance and Payment: This order shall become binding once approved and accepted by an authorized representative of TGI. This order may not be cancelled or altered after acceptance unless agreed upon by both parties involved. All equipment, software, and supplies specified on this order will remain the property of TGI until paid in full. All invoices are due and payable upon receipt and any open balances past due one month or more will be charged a late payment fee of 1½ % interest per month. Any claims must be in writing within ten days of invoice date. No merchandise may be returned for credit without written authorization.

Installation: TGI will install the equipment and/or software listed on this order at the location indicated on the order agreement. The customer shall provide a suitable place for operation of the equipment, comply with necessary environmental requirements, and protect the equipment from electrical fluctuation. If the equipment and/or software is moved or altered without TGI's written consent all warranties and Maintenance Agreements will be voided and must be renegotiated.

Limitations on Warranty and Service: The customer shall provide a suitable place for operation of the equipment, comply with necessary environmental requirements, and protect the equipment from electrical fluctuation. There are no other warranties, express or implied, including any warranties of merchantability or fitness for a particular purpose other than those specified in this agreement. TGI shall not be responsible for any consequential or incidental damages caused by electrical problems, fire, lightning, flooding, abuse, misuse, negligence, alteration, theft, modifications by someone other than an authorized TGI representative, force majeure, or any other event beyond TGI's control. If such a situation arises, TGI will charge the then current applicable service rate for any necessary repairs. Any IT work not explicitly included in this order or covered by its own service contract will be chargeable at the then current IT service rate. TGI is not responsible for configuration or training in the use of any software or equipment not obtained from TGI. TGI will install print driver software on 4 PCs or 3 PCs and a server, in one visit, at no additional charge, if requested and scheduled within 3 months of this order. All service work is guaranteed for 30 days; however, additional unrelated problems that occur within the 30 days are not covered.

Taxes: Customer agrees to pay all taxes arising from this agreement.

Maintenance Agreements:

Services Provided: TGI will include all required labor and travel necessary to ensure equipment and/or software specified in the contract operates at factory quality standards. Service calls will be performed during normal business hours (8:30am to 5:00pm daily) not including weekends or holidays. Service Contracts do not include relocation, reconfiguration, reinstallation, or any additional computer work. TGI will not be responsible for delays or inability to service caused directly or indirectly by strikes, accidents, embargo, acts of God or any other event beyond its control. TGI will not cover damage by electrical problems, fire, lightning, flooding, abuse, misuse, negligence, alteration, theft or modifications by anyone other than a TGI service representative. TGI reserves the right to not service equipment should the customer's account become delinquent.

*** If Parts Included:** TGI will replace, without charge, parts which have been broken or worn through normal use, and are necessary for equipment servicing and maintenance adjustments. Maintenance Agreement that only include parts, will exclude all consumables such as lamps, fuser rollers, fuser units, toners, developers, photoconductors (drums), fuser oil, waste toner bottles, paper feed roller kits, preventative maintenance kits, paper, staples, masters, ink, and toner cartridges.

**** If Supplies Included:** Supplies will only be covered if indicated on the Maintenance Agreement. These items are developers, photoconductors (drums), fuser units, fuser oil, waste bottles, paper feed roller kits, and preventative maintenance kits. When supplies are included in a contract, parts included in previous paragraph are also included. Not included will be paper, staples, duplicator supplies and drum cylinders or fax supplies. Any other items not listed will also not be included. Drums are excluded from wide format devices unless checked off above.

This agreement may be subject to price increases. During the initial term, increases will not exceed 10%. After the initial term, increases will be at TGI's sole discretion.

Maintenance Agreement are subject to auto renewal. Maintenance Agreement cancellations may be from either party. Client must submit cancellation requests in writing 60 days in advance of the next billing cycle. If client's account becomes delinquent, services may cease until account is current, or terminated without further notice. Cancellation or termination on prorated service will be invoiced accordingly.

There may be an administrative fee of \$3.95 per reading if meter readings are not submitted by the due date and the TGI Meter Collection team is required to manually collect the reading. If the provided meter contact cannot be reached or is non-responsive, TGI reserves the right to send out service staff to collect the meter reading in person. There will be a \$5 fee for each meter reading collected in this manner. TGI will require an email / fax number of a contact that will provide an accurate meter reading at specified billing intervals.

Customer Name: Andrea Stonom **Title:** Manager

Signature: _____ **Date:** 4/26/2021

By signing the customer accepts the terms and conditions of this agreement.



EQUIPMENT PICKUP-RETURN AGREEMENT

Section A

TGI Office Automation agrees to pick up and return the equipment listed on this form on behalf of the
 Company: The Landmark Club Condominium Association, Inc
 from the location: 20185 East Country Club Dr - Office 2nd Floor, Aventura, FL 33180

TGI will charge: N/A for this service.

- TGI will pick-up and warehouse the equipment listed below up through N/A and then return to the leasing firm upon receipt of proper return instructions. The monthly storage fee for any subsequent months will be billed at \$100 per machine per month.
- The Company named above remains responsible for notifying the leasing company in writing at the appropriate time shown on the lease. The correspondence should clearly state the Company's decision to return the equipment and request return instructions.
- The Company named above will keep the equipment insured against all risks of loss or damage for amount equal to it's replacement cost.
- TGI reserves the right to redeliver the below assets should the customer fail to provide TGI with lease return instructions.

EQUIPMENT LIST

LIST THE EQUIPMENT TO BE PICKED UP AND RETURNED

MAKE & MODEL	SERIAL NUMBER	LEASE NUMBER
Ricoh MPC2004ex	SN#C767R310443	Wells Fargo Lease #450-9666979-001

Section B

The Company named above remains liable for all obligations under the Lease and agrees to indemnify TGI and hold harmless from all loss, cost, damage, and cover any expenses plus reasonable legal fees incurred by TGI in the event of any claim made against TGI in relation to this Lease. A separate form is required in the event of any lease reimbursement. (Lease Reimbursement Addendum)

This agreement is not binding until accepted by TGI Office Automation.

Customer: [Signature] Date: 4/26/2021
 Signature: _____

Printed Name and Title: Andrea Stonom - Manager

Sales Representative: [Signature] Date: 4/26/2021
 Signature: _____

Printed Name and Title: Genivel Lugones (Geni) - Account Manger

TGI Office Automation:
 VP: _____ Date: _____

Leasing Director: _____ Date: _____



NETWORK OPTIONS & SECURITY ACKNOWLEDGEMENT FORM

GENERAL INFORMATION

TGI is going to be connecting a sophisticated computer based printing/scanning device to your (the Customer's) network. TGI takes the security of our customers' networks and our devices very seriously. Please review the following security features with your sales representative and check any options you would like to have enabled or disabled based on your IT security policies. Some of the options will require an additional meeting with a security expert from our Solutions Support team.

Customer Name: The Landmark Club Condominium Asso IT Contact Name: Andrea Stonom

Address: 20185 East Country Club Dr - Office 2nd Floor City: Aventura State: FL Zip: 33180

Phone: (305) 933-2349 Email: thelandmarkmanager@gmail.com

This acknowledgment covers all devices and software procured from TGI

This acknowledgment expires on date: _____ or, at end of MFP service agreement

SECURITY FEATURES

Included with new install (Defaults when delivered)

- Data Overwrite (wipes data from HDD after each job)
- HDD Encryption
- Prevent Users from changing buttons on User Interface or installing apps
- Clear settings (reset machine to factory defaults) when removed
- Erase HDD with built in utility when removed

BASIC SECURITY OPTIONS

Done during installation

- Transfer configuration / address book from prior device
- Change Web Admin passwords. Customer is responsible for retaining new passwords
- User Codes (TGI will create up to 4 user codes & provide training for customer to manage)
- Instructions on creating Encrypted (password protected) PDFs
- Instructions on using Locked/Private Print

ADVANCED SECURITY OPTIONS

- Schedule a meeting or phone call with a TGI security expert to establish custom setup
Some may require professional services and additional accessories/software



OFFICE AUTOMATION

NETWORK OPTIONS & SECURITY ACKNOWLEDGEMENT FORM

OPTIONAL ITEMS

Optional Items which may impact security

- Enable / Disable - Web Browser
- Enable / Disable - USB scanning/printing
- Enable / Disable - Cloud or mobile scanning/printing apps (Google Apps, Dropbox, iOS AirPrint, etc)
- Enable / Disable - Remote Diagnostic Support and automatic firmware upgrades
- Enable / Disable - Integrated maintenance alerts

REGULATORY COMPLIANCE

As a technology support provider, TGI employees may need to access your (the Customer's) computers in order to install, configure, or troubleshoot the device(s) and software on the network. In some cases, this may require TGI and the Customer to sign a mutual NDA (Non-Disclosure Agreement), BAA (Business Associate Agreement) or other legally binding document to ensure the Customer's continued compliance with various government regulations protecting people's non-public personal information. Please check or write in any regulations that apply so TGI can properly enact any security policies required. If you already have a standard BAA, NDA, or other form, please provide it to your sales representative for review.

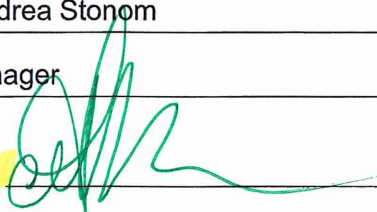
- HIPAA/HITECH (Health Insurance Portability & Accountability Act)** - applies to any organization storing or transmitting/receiving Personal Health Information (any medical records)

Other: _____

SPECIAL REQUIREMENTS/COMMENTS

TERMS AND CONDITIONS

By signing below, Customer acknowledges that it is Customer's responsibility to protect its information and that TGI is not responsible for Customer information that may reside on the copier or printer hard drive. Customer has been advised of services that TGI offers to assure protection against the inadvertent disclosure of Customer information that may reside on a copier or printer hard drive.

Customer Acknowledgment: Name: <u>Andrea Stonom</u> Title: <u>Manager</u> Signature: 	TGI Authorized Representative: Name: _____ Title: _____ Signature: _____
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This form must be signed by Customer before equipment will be connected to network for printing or scanning.



The following information is necessary for installation to proceed smoothly. This page must be completely filled out and returned as listed below before a TGI connectivity technician can schedule the network install. TGI connected units require that a static IP address be assigned to the unit. The machine must also have a dedicated email address if scan to email is to be utilized. **PLEASE CONSULT YOUR IT DEPARTMENT FOR ANY NETWORK RELATED INFORMATION ON THIS SHEET.**

Please check if you have the following available:

- A power outlet (Properly configured for your new machine)
- An active RJ-45 outlet within 5ft. of the new machine location
- Access to workstations/servers affected with admin credentials for installation

Account Information			
Customer Name: The Landmark Club Condominium Association, Inc			
Customer Address: 20185 East Country Club Dr - Office 2nd Floor, Aventura Florida 33180			
Customer Contact: Andrea Stonom		Customer Phone Number: (305) 933-2349	
IT Contact:		<input type="checkbox"/> Customer's IT	<input type="checkbox"/> Contracted IT
IT Phone Number:		IT Email Address:	
Product to be Installed			
Make: RICOH			
Model: IMC2500 25PPM			
Check All Options To Be Installed By TGI:			
<input checked="" type="checkbox"/> Fax	<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> Scan-to-Email	<input checked="" type="checkbox"/> Scan-to-Folder
<input checked="" type="checkbox"/> PC	Version:	Quantity:	
<input checked="" type="checkbox"/> Mac	Version:	Quantity:	
Network Cabling Configuration			
Is a network drop available for connectivity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
IT Information			
IP Address for TGI Device:			
Subnet Mask:			
Default Gateway:			
Workgroup/Domain:			
DNS:			
SMTP Server:			
Email Address for TGI Device:			
Username for SMTP:			
Password for SMTP:			

 = Andrea Stonom 4/26/2021
Signature and Printed Name of IT Contact Date

Signature and Printed Name of Customer Representative Date

TGI-Cloud Essentials
Statement of Work for:

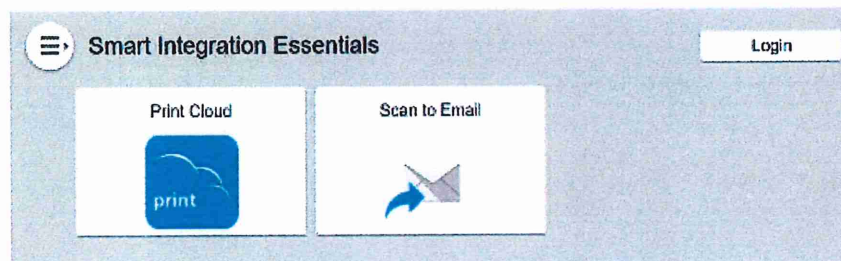
The Landmark Club Condominium Association, Inc

1 Features and Benefits

TGI Cloud Essentials includes the two following features:

- Scan to Email in searchable or editable formats (PDF, PDF-A, Word, Excel); The OCR operation is performed in the cloud, freeing up the device from processor-intensive tasks.
- Email to Print with Secure Release. This allows easy printing from mobile devices without being on the company's network. This is a great option for guest printing without the need for drivers or network access)

This offering provides a highly flexible scan to email function that allows you to preprogram recipients for one-button operation or provides a directory of recipients to choose from. Subject line information can also be prepopulated or manually changed. The scan to email function includes powerful Optical Character Recognition (OCR) capabilities, allowing for documents to be searchable and/or editable, with processing occurring in the Cloud. In addition to scan to email, TGI Cloud Essentials also includes Print Cloud for mobile/guest printing. Users do not have to be on the same network as the device; they simply submit the print job to print@ricohprintcloud.com, receive a release code, and then release the job from any Ricoh device that has been Print Cloud-enabled. The TGI-Cloud Essentials is a collection of Web applications running in the "Ricoh Cloud." An appropriate Ricoh MFP device, with the Smart Operation Panel, is used to access these web applications, as shown below:



2 Customer Responsibilities

- Internet connection must be available on the Ricoh device(s) for software registration.
- The Ricoh device(s) must have a Smart Operation Panel.
- Provide one person who will be considered the administrator with access to the portal to make changes to default settings.

3 Detailed Specification of Work

- TGI will configure the TGI Cloud Essentials remotely for the Ricoh devices and will not be required to go to the customer location itself.
- TGI will create and configure the customer account in the Ricoh Smart Integration User Configuration Site.
- Default Scan general options will be configured as follows for Scan to Email:
 - File Name = Month-Day-Year-Hour-Minute-Second, and can be changed when scanning
 - OCR = Off, PDF, PDF/A, Word, or Excel
 - OCR language = English
 - Email Address Book can/will be configured with up to 15 email destinations
 - Default Subject = "Scan-from-Ricoh-MFP" and can be changed when scanning
- Default Scan document settings will be configured as follows for Scan to Email:
(Note: All settings below are allowed to be changed at the MFP when scanning)
 - Scan Color Mode = Auto Color Select
 - Original Sides = 1 sided
 - Document Orientation = Readable Direction
 - Scan Resolution = 300 dpi
 - Document Size = Auto
 - Preview = Off
- Default printing options will be configured as followed for Print Cloud
(Note: All settings below are allowed to be changed when releasing print jobs at the MFP)
 - Copies = 1
 - Print Color Mode = Black & White
 - Sides = 1 Sided
 - N-Up = Off
- TGI will provide one customer individual with access to the Ricoh portal and will be considered the administrator. This individual will have the ability to modify defaults shown above, set these options to allow end users to modify at the point of scan, and add/remove emails to the address book.

Please indicate the number of Ricoh devices that this will be enabled for (1) Ricoh MFP

4 Completion criteria

- TGI Cloud Essentials will be enabled for the customer in the Ricoh portal, with customer given access, if required.
- Both *Print Cloud* and *Scan to Email* buttons will be enabled on the number of Ricoh MFP(s) stated above.
- Default options shown above will be configured in the Ricoh portal.
- Users can perform Scan to Email with the document being delivered via email in the format specified.
- Users will be able send an email with an attachment to print@ricohprintcloud.com, receive an email with a PIN code, walk up to the Ricoh MFP(s), select Print Cloud, put in the PIN, and have the job printed successfully.



TGI-Cloud Essentials Statement of Work: The Landmark Club Condominium Association, Inc

Revision 2020-v1.1

5 Maintenance and Support Agreement

TGI will provide remote support for any issues or questions specific to Equipment/Software listed below which may arise during the term stated below. This is not necessarily the term of the contract on the TGI MFP which will be clearly defined by the TGI account representative on a separate contract document. Any reconfiguration, reinstallation, additional destinations or document formats are not included in the scope of this installation or in the support contract. Any onsite support or training required after the installation is completed will be chargeable.

Equipment/Software: TGI-Cloud Essentials Package will be covered for 4 Years

Services Provided: Remote Support

- If onsite support is requested, it can be provided and will be billable upon approval.

Terms and Conditions:

Limitations on Warranty and Service: If any TGI-provided software or hardware is moved or altered without TGI's written consent all warranties and maintenance renewals will be voided and must be renegotiated. There are no other warranties, express or implied, including any warranties of merchantability or fitness for a particular purpose other than those specified in this agreement. TGI shall not be responsible for any consequential or incidental damages caused by electrical problems, fire, lightning, flooding, abuse, misuse, negligence, alteration, theft, modifications by someone other than an authorized TGI representative, force majeure, or any other event beyond TGI's control. This maintenance agreement does not include software or hardware relocation, reconfiguration, reinstallation, or additions/changes to the environment post-installation. TGI will charge for any additional training or documentation requested post-installation. TGI will charge for configuration or training in the use of any software or equipment not obtained from TGI. TGI will charge to fix any issues caused by problems with the customer's network or computers. TGI will charge to fix issues caused by modifications by anyone other than a TGI service representative. For any of the above chargeable situations, or for any work performed outside the scope of this agreement the customer will be charged \$205 per hour with a minimum of 30 minutes per remote call and 1 hour per onsite call. **Taxes:** Customer agrees to pay all taxes arising from this agreement. **TGI provides industry standard solutions from upstream providers. TGI cannot be responsible for any upstream provider failure. The terms are shown in links below for provider services offered: <https://www.tgioa.com/eula/>**

Services Provided: Service calls will only be performed during normal business hours (8:30am to 5:00pm daily) not including weekends or holidays. TGI will respond by phone to any reported issues within four (4) business hours. Only problems which are caused by a software or hardware malfunction directly related to the services provided in this statement of work will be covered by this maintenance agreement. By signing below, Customer acknowledges that it is Customer's responsibility to protect its information and that unless covered under a separate TGI security agreement and/or TGI backup service agreement, TGI is not responsible for Customer information that may reside on the server, virtual machine, workstation, copier or printer hard drive. Customer has been advised of the additional, optional security and backup services that TGI offers to assure protection against the inadvertent disclosure, theft, or loss of Customer information that may reside on a server, virtual machine, workstation, copier or printer hard drive.

Customer Initials
AS.

Contract Renewal: Maintenance agreements are subject to auto renewal. Maintenance agreement cancellation may be from either party. Client must submit cancellation requests in writing 30 days in advance of the next billing cycle. If client's account becomes delinquent, services may cease until account is current, or terminated without further notice. This agreement may be subject to annual increases not to exceed 5%.

6 Statement of Work Acceptance (Including Maintenance Agreement)

I have reviewed the information contained in this TGI Cloud Essentials Statement of Work and agree:

Customer Name	Title	Signature	Date
Andrea Stonom	Manager		4/23/2021