

**RILEY'S OFFICE PRODUCTS, INC.**  
4901 VOGEL ROAD  
ST. AUGUSTINE, FL 32092

**BLK & WHT COPY SYSTEM SERVICE AGREEMENT**

Customer: ST. AUGUSTINE OCEAN & RACQUET CLUB Phone: 904 471-0932  
Equipment Brand: KONICA MINOLTA Model: BIZHUB 364e S/N: A61F011005488  
Contract amount billed quarterly in advance @ \$ 227.50 + 6.5% sales tax.  
Up to 17,500 pages included. Overages: .013 cents page.  
**Exclusions:** Paper - Staples  
One free Network/Folder/Email/Fax Tx scan included for every printed page.  
Additional scans billed @ **0.005/pg.**  
Start Date: 07 / 21 / 21 Meter: 292,181  
Renewal Date: (see item #5)

**Riley's Office Products or it's assigns (servicer) agrees to provide all necessary parts, service and supplies to maintain the above equipment in good working order, subject to the following terms:**

- 1) Service calls as reasonably requested shall be performed between the hours of 9:00am and 5:00pm Monday through Friday. With rare exception, service requests made before noon will result in service initiated on the same day. Requests made after noon will likely result in service performed before noon the following business day. Service other than above will be chargeable. **Service required due to changes in customer's network will be chargeable.**
- 2) Servicer is not responsible for the unavailability of parts and/or supplies due to out-of-stock, backorders, embargoes etc. or other conditions beyond our control. Servicer will provide a loaner machine in the event that the above equipment requires off site repair. Customer must provide an acceptable power source, properly grounded with commercial grade surge protection. Damage from severe weather, lightening, power surges/failures, environmental conditions, accidents, misuse, abuse or neglect is not covered.
- 3) Only properly trained personnel will operate the equipment, add or change supplies. Toner is provided at no charge when ordered in advance. Use of supplies not approved by the Manufacturer will void our obligation to repair or provide parts adversely affected. Parts damaged as a result of printing adhesive labels will not be covered.
- 4) All materials provided remain the property of Riley's Office Products until paid in full. Equipment listed herein shall not be moved, transported, sold, transferred or otherwise removed without complete payment made and prior consent of Riley's Office Products.
- 5) **This agreement will remain in force for one year and will be renewed at the end of the contract period unless buyer cancels in writing 60 days prior to the renewal date. Contract may be increased 5% annually.**

Signature of Officer, Owner, or other financially responsible party required below.  
Signature constitutes acceptance of terms and conditions.

x *Stephanie McEnery* *Rental Mgr/LCAM* *7/21/21*  
*Authorized Signature* *Title* *Date*