



Scheduling a Move for Your Ricoh Equipment

Before you call, please take a moment to collect the following key points of information to ensure your move goes smoothly.

- Date for your move. At least two weeks' notice in advance of your move is appreciated.
- Equipment ID number, an eight digit number located on a white or silver sticker on the front of your copier.
- Name, phone number and email address of the primary contact person at both the pickup location and the new location.
- Complete current address, and the new address, including floor, suite or room number if any.
- Be prepared to discuss details about the building's logistics. Are there stairs? A loading dock? An Elevator?

Call or email Shelby Forsyth, Government Accounts

Administrative Assistant:

317-329-6079

or

shelby.forsyth@ricoh-usa.com.

Thank you for choosing Ricoh. We are looking forward to serving you.