

Ordering Instructions / Things to Include in POs:

Orders should be written out directly to the authorized Canon dealer for purchases -or- to Canon Financial Services for leases.

- Contract # DIR-CPO-4437 (in addition, “only the terms of the DIR contract apply” is recommended to include)
- Servicing Dealer name & contact info (address, name, title, phone, email)
- Customer’s shipping address and contact info (name, title, phone, email)
- Customer’s billing address and contact info (name, title, phone, email)
- Supplier Block for leases

Canon Financial Services supplier block should read as follows:

Canon Financial Services
14904 Collections Center Dr.
Chicago, IL 60693

- Type of acquisition & Term (Purchase/Lease - 36/48/60)
- Meter Read/Billing frequency
- Detailed, itemized listing of equipment and pricing (must include all equipment and accessories by Line Item and Price OR Create an attachment in excel for large multiple unit orders)
- Maintenance CPC / Copies included / serial #s if renewal / billing frequency
- Period of Performance (dates of install, for example: 36 or 48 or 60 months)
- Customer signature

Instructions to Obtain Quotes:

Please contact your authorized Canon dealer. If you do not have a reseller/dealer, you can reach out to the [contract team](#) and one can be recommended based on your location and equipment needs.