

## **Ordering Instructions / Things to Include in POs:**

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

- DIR Contract # DIR-CPO-5428 (in addition, “only the terms of the DIR contract DIR-CPO-5428 apply” is recommended to include)
- Purchase Order Number
- Canon/Service 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

### **Orders for lease may be issued to:**

Canon U.S.A., Inc.  
c/o Canon Financial Services  
158 Gaither Drive Suite 200  
Mt. Laurel, NJ 08054

### **Lease Remit to:**

Canon Financial Services  
14904 Collections Center Drive  
Chicago, IL 60693

- Type of acquisition & Term (Purchase/Lease - 24/36/48/60)
- Type of Leases (FMV Lease or \$1 Out Lease)
- 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)
- Lease Payment
- Maintenance CPC / Copies included / Overage Clicks / serial #s if renewal / billing frequency
- Period of Performance (dates of install, for example: 24, 36, 48 or 60 months)
- Customer signature

## **Instructions to Obtain Quotes:**

Please contact your Canon rep or your authorized Canon dealer. If you do not have a Canon rep or dealer, you can reach out to Wendy Wang at [zwang@cusa.canon.com](mailto:zwang@cusa.canon.com) or Frank Carroll at [fc Carroll@cusa.canon.com](mailto:fc Carroll@cusa.canon.com) and one can be recommended based on your location and equipment needs.