**RICOH TRADE IN FOR KONICA MINOLTA UNITS**

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| **Machine Speed** | **Trade in Amount** |
| 30 Page Per Minute Copier as Specified | 50.00 |
| 40 Page Per Minute Copier as Specified | 65.00 |
| 50 Page Per Minute Copier as Specified | 70.00 |
| 60 Page Per Minute Copier as Specified | 75.00 |
| 75 Page Per Minute Copier as Specified | 90.00 |
| 90 Page Per Minute Copier as Specified | 90.00 |

Requisitions must reflect the trade in amounts above and also include the make, model, and serial number of the unit being traded in. The Ownership Release form must also be completed and signed by the Building Principal. All final meter reads must be provided to David Lloyd in order to cancel existing Ricoh service on trade-in machines.