SHIPPER'S LETTER OF INSTRUCTIONS

1a.	a. EXPORTER (Name and address including Zip code)									
				2 . D/	ATE OF EXPORTA	TION		3. TRANSPORTA	TION REFERENCE NO.	
b.	USPPIS EIN (IRS) NO.		ES TO TRANSACTION Related Non-related					l		
4a.	ULTIMATE CONSIGNEE		J	1						
4a. ULTIWATE CONSIGNEE										
b.	. CONSIGNEE TYPE Direct Consumer Reseller Government Entity Others				5	R	ICOH LOGIST	rics coi	RPORATION	
c.	c. INTERMEDIATE CONSIGNEE									
<u>_</u>	F FORWARDING A OFFIT									
5.										
118	RICOH LOGISTICS CORPORATION			6. POINT (STATE) OF ORIGIN				7. COUNTRY OF ULTIMATE DESTINATION		
8.	LOADING PIER 9. MODE OF TRANSPORT (Specify)			14. (14. CARRIER IDENTIFICATION CODE			15. SHIPMENT REFERENCE NO.		
10.	EXPORTING CARRIER 11. PORT OF EXPORT			16. E	16. ENTRY NUMBER			17. HAZARDOUS MATERIALS		
12. F	12. PORT OF UNLOADING (Vessel and air of 13. CONTAINERIZED (Vessel only)			18.	N BOND CODE			YESNO 19. ROUTED EXPORT TRANSACTION		
							YES	NO		
					<u> </u>					
20. SCHEDULE B NUMBER DESCRIPTION OF COMMODITIES (Use columns 22-24)							VIN/PRODUC	T NUMBER/ VALUE (U.S. dollars omit cents)		
D/F or M	SCHEDULE B NUMBER		QUANTITY-SCHEDULE B UNITS		SHIPPING WEIGI (kilograms)	ΗT	VEHICLE TITI	LE NUMBER	(Selling price or cost if not sold)	
(21)	(22)		(23)		(24)			(25)	(26)	
27a.	LICENSE NO./LICENSE EXCEPTION	N SYMBOL/AI	UTHORIZATIO b. LICENSE V	'ALUE			28. ECCN (When required)			
29.	Duly authorized officer or employee		PI authorizes the forwarder name							
to act as forwarding agent for export control customs purposes. 30. I certify that all statements made and all information contained herein are true and cor										
30.	and that I have read and understand	nt, set	, set							
forth in the "Correct Way to Fill Out the Shipper's Export Declaration." I understand that civil and criminal penalties, including forfeiture and sale, may be imposed for mak					PAYMENT PREPAID COLLECT ing MODE OF TRANSPORT AIR OCEAN					
false or fraudulent statements herein, failing to provide the requested information or for violation of U.S. laws on exportation (13 U.S.C. Sec. 305; 22 U.S.C. Sec. 401; 18 U.S.					SHIPF	PER REQ	UEST INSURANCE	YES	NO	
Sec. 1001; 50 U.S.C. App 2410). Signature Confidential - for use solely for official purposes					SPECIA	I INSTRI	JCTIONS:			
thorized by the Secretary of Commerce (13 U.S.C										
Title Export shipments are subject to inspection by U. Customs Service and/or Office of Export Enforce				nt.						
Date 31. AUTHENTICATION (When required) 4/7/2014										
Telephone No (Include Area Code) E-mail address										
	E: The Shipper or his Authorized Agen									
charg	relating to said shipment and forward this shipment in accordance with the conditions of carriage and the tariffs of the carriers employed. The shipper guarantees payment of all collect charges in the event the consignee refuses payment. Hereunder the sole responsibility of the Company is to use reasonable care in the selection of carriers, forwarders, agents, and others to whom it may entrust the shipment.									