



January 31, 2002

Ricoh USA, Inc
Attn: Thomas V
1900 Duke Street
Alexandria, VA
thomas.vagneur@ricoh.com

Subject:

Dear Mr. Vagneur:

On March 31, 2002, the
expiration dates for the
three (3) rental agreements
shall remain in effect.

Please indicate within thirty (30) days if you wish to terminate the agreements.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Kimberly Your', is written in black ink.

Kimberly Your
Senior Procurement Specialist

KY:ky

Enclosure

