

How To Order Toner for Kyocera Printers

These instructions are for ordering toner for Kyocera printers.

Toner for Ricoh printers is automatically sent by Duplicating Products.

Printer paper should be ordered from Holcombs.

1. Please save the blank PDF form to your computer for future use (there is a copy of the blank PDF located on the left of this page under "Attachments").

2. Complete the form. The Equipment Reference Number is the Duplicating Products ID # located on the sticker on the printer.

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Duplicating Products
SINCE 1974

SUPPLY ORDER FORM

Please complete this form in its entirety and submit via email to
Supplies@DuplicatingProducts.com

ORDER REFERENCE

Equipment Reference Number:

Purchase Order Number:

CONTACT INFORMATION

Contact Name:

Contact Department:

Contact Phone Number:

Contact Email:

SUPPLY DETAILS

Supply Item(s):

Supply Item Description:

ADDITIONAL COMMENTS OR INFORMATION

1. Save this PDF to your computer. 2. Click button to address email. 3. Attach the saved file.

[Click to Submit](#)

3. **For reference when creating the PO:**

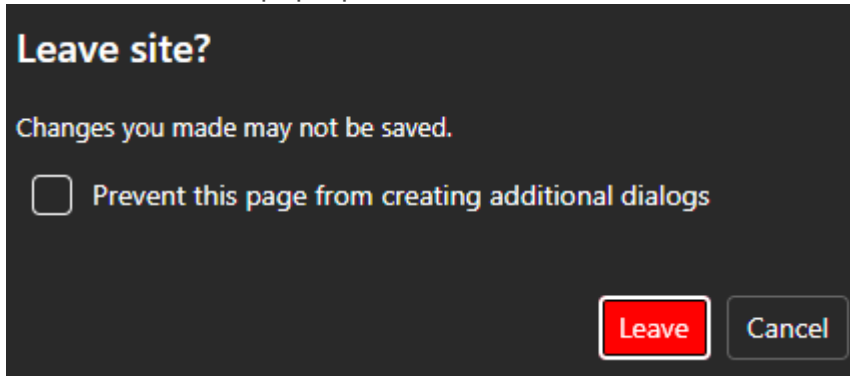
Estimated costs for toner are as follows:

- Black Toner = \$140.00/each
- Color Toner (Cyan/Yellow/Magenta) = \$170.00/each

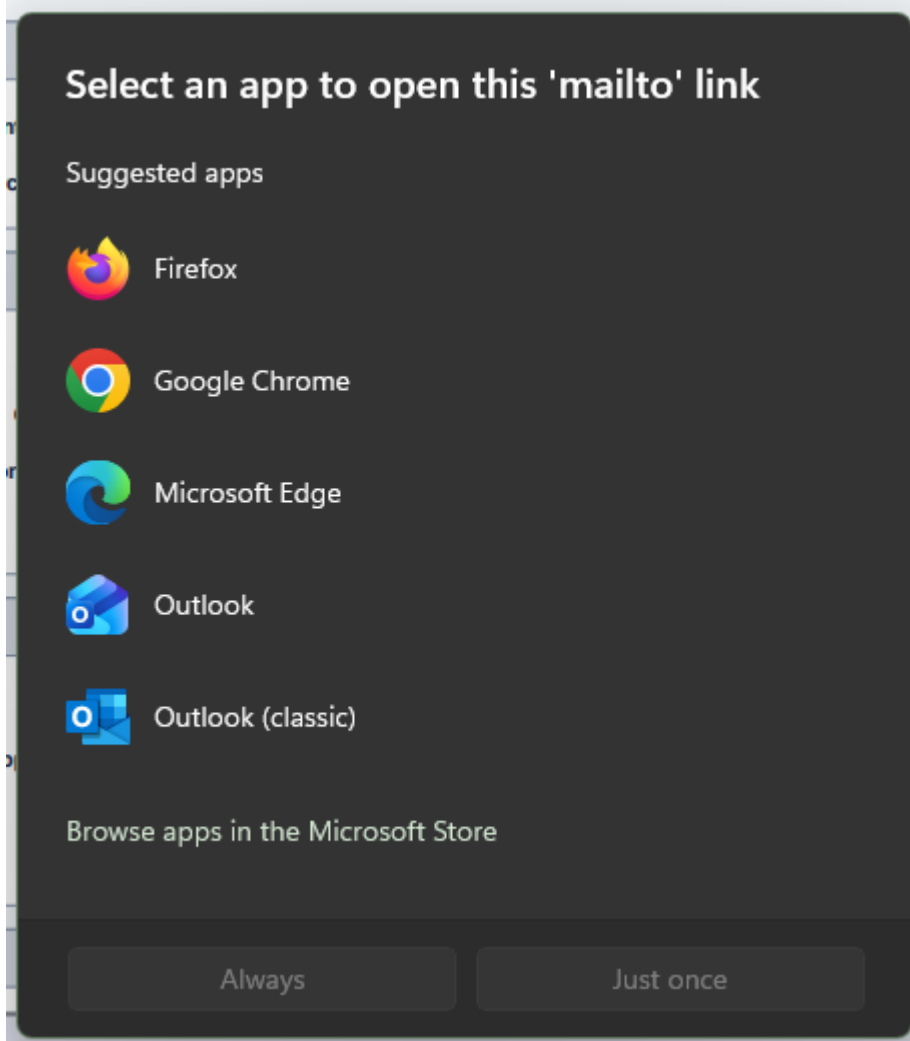
4. Save the completed form to your computer.

5. Click the "Submit" button at the bottom of the form.

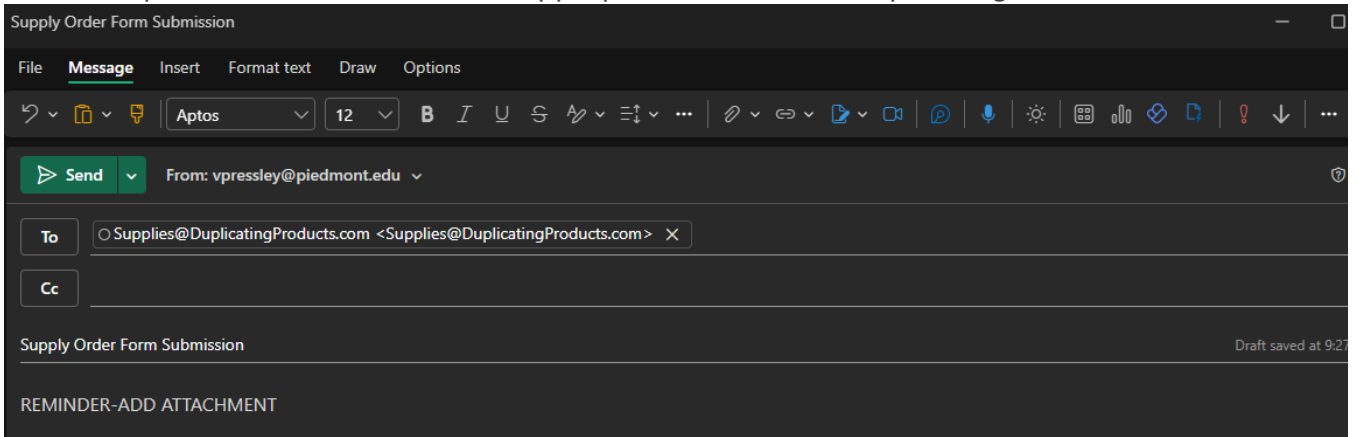
- You will receive a pop-up to leave the site. Select "Leave."



- Another pop-up will appear asking where to open the link. Please select "Outlook."



6. This will open a drafted email to the appropriate address at Duplicating Products.



7. ****Please remember to attach the COMPLETED order form to this email.**

8. Send the email (WITH the attachment).

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