

EXHIBIT K

Ordering Instructions

SELLER: Xerox Corporation
CONTRACT NUMBER: PP-IT-048
Printers, Copiers, Facsimile and Facilities
PRODUCT CATEGORY: Management

Premier's Participating Members can place an order with a Xerox Solutions Sales Executive (SSE) in any of the following ways:

- Contacting the dedicated Xerox Account General Manager, Clare Browning-Tuch at (818) 703-8562
- Calling the local Xerox Customer Business Units
- Calling 1-800-ASK-XEROX
- Go to www.xerox.com for on line stores

A Solutions Sales Executive will return the call to customer and set up an appointment to understand their requirements/needs.

The Xerox Solutions Sales Executive gathers customer requirements and makes a recommendation to customer based on these requirements.

Customer and Xerox Solutions Sales Executive agree on a solution and/ or scope of work

and complete customer pre-credit approval

Solutions Sales Executive presents the appropriate Xerox contract template to the customer for authorization

Solutions Sales Executive attaches the internal delivery document and credit approval to the Xerox contract template and submits to order processing center

The Xerox order processing center puts order in system and order moves to equipment fulfillment group for delivery at a mutually agreed to delivery date by Participating Member and Xerox.