



Thank you for choosing Access Systems! If you are an existing customer, we appreciate the opportunity to continue this relationship. If you are new to Access Systems... welcome! We're excited to begin this partnership with you and have you as a valued member of the Access community. We want to make sure you have all of the information necessary to contact us about any questions, concerns, orders, or support that you may have.



For any **copier** supply or service needs, please include the **tag number**, found on the front or top of your device – this allows us to make sure we get you the correct supplies and service for your equipment.

For **IT** service needs, you do not need to include the tag number.

IT Service	techsupport@accesssystems.com
Copier Service	copierservice@accesssystems.com
Supply Orders	supplies@accesssystems.com
Invoice Questions	receivables@accesssystems.com

You can also place orders for service, supplies and request labels for recycling toner at AccessSystems.com or reach us at 888-464-8770

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- Check out our website – www.AccessSystems.com
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