

Sharp Electronics Corporation Contact Information (Updated 3-27-14)

For Supplies/Prices:

(Remember you will need your machine ID number when submitting a NCR.)

Call 1-888-447-4277 to order supplies

Fax Purchase Orders for supplies to: 571-480-5713

To place a Service Request:

Call 1-888-447-4277, Fax # 571-480-5713 (must have machine ID #)

The turn around time on a service call should be 4-6 hours. If there is an emergency and you have no copier(s) up and running, you should inform the service department of this to ensure quicker service. When placing service calls the following information is important:

- ID# of the equipment
- School name/Point of contact/Phone number
- Location of equipment
- Detailed description of the problem, include the service code the equipment is giving you, if possible (i.e. SC542 code, machine is down)

For questions regarding Maintenance Contracts or Billing:

Please contact Sharp Dispatch at 1-888-447-4277

To order Equipment or any other inquiries call:

Colleen Walsh, Customer Service Support Manager, 571-480-5663 or

colleen.walsh@sharpusa.com