



CBM ARCHIVES CO., LLC

THE COMPLETE DOCUMENT MANAGEMENT SOLUTION

APPENDIX G TO DIR CONTRACT NO. DIR-SDD-2509 SERVICE AGREEMENT ENGAGEMENT CONTRACT ORDER FORM

Customer Name: _____

Customer Address: _____

This Order Form ("OF") shall be governed by the terms of DIR Contract No. DIR-SDD-2509 dated _____ (the "Contract") between the State of Texas, acting by and through the Department of Information Resources and CBM Archives Co., LLC ("CBM").

A. SERVICES

1. CBM's Obligations

a. Scope of Services

CBM will provide the following Services to Customer:
(Describe Services)

B. RATES AND PAYMENTS

1. Labor Rates

Services shall be provided under this Order Form in accordance with DIR Contract No. DIR-SDD-2509, Appendix C Pricing Index.

2. Travel, Meals, and Lodging Reimbursement

Travel reimbursement terms are detailed in DIR Contract No. DIR-SDD-2509, Section 4.G. Travel Expense Reimbursement.

3. Payment Type

Payment Terms are detailed in DIR Contract No. DIR-SDD-2509, Appendix A, Section 7. Purchase Orders, Invoices and Payments.

4. Purchase Order

The purchase order will reference DIR Contract No. DIR-SDD-2509.

5. Purchase Order Number

Purchase order number _____ has been provided to CBM as of execution date of this Order Form.

6. Invoicing

Invoicing Terms are detailed in DIR Contract No. DIR-SDD-2509, Appendix A, Section 7. Purchase Orders, Invoices and Payments.

7. Customer Billing Accounts Payable Contact/Mail Invoices To:

Name:
Address:
Telephone:
Fax:
E-mail:

C. PROJECT INFORMATION

1. CBM Project Manager/Contact Information

Name: Jerry Sanders
Address: 11014 Leopard Street, Corpus Christi, TX 78410
Telephone: 361-241-2310, ext. 101
Fax: 361-242-9886
E-mail: jerry.sanders@cbmarchives.com

2. Customer Project Manager/Contact Information

Name:
Address:
Telephone:
Fax:
E-mail:

3. CBM Contact Manager/Contact Information

Name: Jerry Sanders
Address: 11014 Leopard Street, Corpus Christi, TX 78410
Telephone: 361-241-2310, ext. 101
Fax: 361-242-9886
E-mail: jerry.sanders@cbmarchives.com

(Insert Customer Name:)

CBM Archives Co., LLC

By: _____

By: _____

Name (Print): _____

Name (Print): _____

Title: _____

Title: _____

Effective Date: _____