

APPENDIX D – SERVICE AGREEMENT

ENGAGEMENT ORDER FORM

Customer Name: _____

Customer Address: _____

A. SERVICES

1. iCaught Incorporated's Obligations

a. Scope of Services

iCaught will provide the following Professional Services to Customer:

(Describe Services)

B. RATES AND PAYMENTS

1. Labor Rates

Services for Training, Installation, Customization, or Integration shall be provided under this Engagement Order Form in accordance with Appendix C of the DIR Contract (CONTRACT NUMBER DIR-TSO-2529).

Rate: \$130.50/hour

2. Travel, Meals, and Lodging Reimbursement

Rates for professional services include travel, meals and lodging.

3. Payment Type

The Services specified above are provided on a time and materials ("T&M") basis; that is, Customer shall pay iCaught for all of the time spent performing such Services. iCaught will bill for time and materials no more often than once every thirty days. iCaught acknowledges that Customer is an entity exempt from the imposition and collection of Texas sales taxes under Section 151.309 Texas Tax Code. Any estimate related to the Services performed under this Engagement Order Form is intended only to be an estimate for Customer's budgeting and iCaught's resource scheduling purposes. Once fees for Services reach this estimate, iCaught will cooperate with Customer to provide continuing Services on a T&M basis.

4. Purchase Order

The purchase order will reference CONTRACT NUMBER DIR-TSO-2529.

5. Purchase Order Number

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

6. Invoicing

All fees will be invoiced monthly and will be payable within thirty (30) days of the receipt of invoice, and in accordance with Chapter 2251, Texas Government Code.

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

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

C. PROJECT INFORMATION

1. iCaught Project Manager/Contact Information

Name: Kim Kuykendall
Address: 12701 West State Highway 29, Suite 3, Liberty Hill, TX 78642
Telephone: 512-453-2653
Fax: 512-233-2351
E-mail: kim@icaught.com

2. Customer Project Manager/Contact Information

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

3. iCaught Contract Manager/Contact Information

Name: Kim Kuykendall
Address: 12701 West State Highway 29, Suite 3, Liberty Hill, TX 78642
Telephone: 512-453-2653
Fax: 512-233-2351
E-mail: kim@icaught.com

iCaught, Incorporated

(Insert Customer Name:)

By: _____

Name (Print): _____

Title: _____

Effective Date: _____

By: _____

Name (Print): _____

Title: _____

Effective Date: _____