

Vista^{SG}



Quotation

To: Brandi Shipman
 Montague County Elections
 P.O. Box 158
 Montague, Texas 76251

Quote: Montague County Elections
 Date: February 16, 2017
 Expiration: March 16, 2017

Project: dms3 Image Conversion and Migration

Item Milestone 1	Unit Price	Total
Document Conversion, Migration, and Indexing		
Converting, Migrating, and Indexing 5,782 Images into dms3	1,050.00	\$1,050.00
	Subtotal	\$1,050.00
	TOTAL	\$1,050.00

 Client: <u>Print Name / Signature</u> Ken Wickham	Acceptance  Brandi Shipman	2-27-17 Date
VistaSG: <u>Print Name / Signature</u>		2/27/17 Date

Scope of Work

Conversion, Migration and Indexing of documents into dms3 software

NOTE: CUSTOMER OWNS AND RETAINS ALL IMAGES and those documents and images are the property of the customer and not VistaSG nor any 3rd party that may be used

Notes

1. Quotation must be signed prior to service being performed
2. Configurations or changes made by client without assistance from VistaSG will not be covered under annual support and maintenance. Work outside the scope of the defined project or installation, as well as support and maintenance agreement is billable at \$150/hour.
3. All services are provided remotely. Should travel be required, a separate Change Order for travel costs will be provided to client and must be signed prior and will be payable to VistaSG. This is based on IRS guidelines.
4. VistaSG will provide an associate to be responsible for performance of VistaSG staff, monitor quality of services, ensure deliverables are completed in accordance with project requirements, and provide relevant status reports to VistaSG project manager.
5. Client will make available all resources requested by VistaSG for assistance during service.
6. If project is cancelled prior to completion, a notice of termination in writing to VistaSG is required and must accompany full payment for all work performed to date, as well as reimbursement for any travel-related costs, licensing purchases or expenses associated with or expended through the date of the cancellation in order for the termination to be effective and final.
7. Client is responsible for the host environment including all required licenses, hardware, network and third party software components and configuration.
8. Environmental or network related issues will not be supported by VistaSG.
9. Milestones are billed as follows: Milestone 1 is 100% due upon Signed Agreement.