

## Service Order

Order Number: Q008802

Valid Until: 28 Jun 2024

### A. Issued to:

#### Customer Contact Details:

Poudre School District  
Accounts Payable  
2407 Laporte Avenue  
Fort Collins, Colorado 80521  
United States

### B. Order Details

Amendment Start Date: 01 Jul 2024

Initial Term Start Date: 01 Sep 2024

Term: 12 months

Invoice Date\*: 01 Jul 2024

Payment Term: Net 30

Payment Method: Wire Transfer

Currency: USD

### C. Product Details:

Product Description	Limit	Quantity	Billing Period
<b><u>Recurring Charges</u></b>			
Usability	Usability Maps	10	Annual
Premium Support	Each	1	Annual
SEO	Pages	10500	Annual
Accessibility	Pages	10500	Annual
PDF-check of documents	PDFs	2500	Annual
Quality Assurance & Policy	Pages	10500	Annual
<b>Total Added Contract Value : USD</b>			<b>18,100.55</b>

The Service Order has an Estimated Annual Recurring Value of USD 17,279.52.

\* Estimated Annual Recurring Value is calculated based on the monthly recurring revenue, so decimals differences can occur as the actual price is based on up to 9 decimals.

\*\* Total Added Contract Value is the added contract value for the remaining period of the Current Term.

The above amounts exclude VAT, GST, or applicable local Sales tax. This will be added to your invoice (only when applicable).

Following the Initial Term, the Services may be renewed upon mutual written agreement by the parties.

\*On the Invoice Date Customer will be invoiced for any Additional Service Fee (if applicable) and the proportionate amount of the Prorated Subscription Fee, which will cover the period until the next applicable invoice date. The Subscription Fee will be invoiced on the Start/Renewal Date in accordance with the agreed Billing Frequency.

### D. Limits:

Please Refer to Section C.

### E. Terms:

#### General Terms:

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Amendment to Q003276. Except as set forth in this Service Order, the Terms and Conditions in Q003276 will remain unaffected.

## F. Signatures:

### Customer Signature

*Sarah Siple*

Sarah Siple (Jun 26, 2024 15:25 MDT)

**Date:** Jun 26, 2024

**Name:** Sarah Siple

*R Dave Montoya*

R Dave Montoya (Jun 26, 2024 18:16 MDT)

Jun 26, 2024

R Dave Montoya

## Appendix A – Order Information

### 1. Purchase Order Information

Is a PO number required for this Service Order?

YES  NO

*If YES, please enter the following information:*

Must the PO number be renewed for each Subscription term?

YES  NO

Please enter:

PO number

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PO Renewal Contact Name

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PO Renewal Contact Email

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PO Renewal Contact Phone Number

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### 2. Required Invoice References

Reference

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### 3. Renewal Information

Please provide the following information for Subscription Renewal:

Renewal Contact Name

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Renewal Contact E-mail

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Renewal Contact Phone number

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## Appendix B – Company Information

### Customer Finance department to complete

#### 1. Bill to information

If your Bill to address is different to the following address, please enter the information in section 1.1.

Bill to Company name	Poudre School District
Bill to Street	2407 Laporte Avenue
Bill to City	Fort Collins
Bill to State	Colorado
Bill to Postal code	80521
Bill to Country	United States

#### 1.1 Changes to Bill to address

Bill to Company name	_____
Bill to Street	_____
Bill to City	_____
Bill to State	_____
Bill to Postal code	_____
Bill to Country	_____

Is your bill to address information a third party company      YES       NO

#### 2. Billing Method

Please enter your preferred Billing Method      Email       E-invoicing

If Email, please go to Section 2.1. If E-invoicing please go to Section 2.2.

#### 2.1 Billing Method Email

Bill to email	AP@psdschools.org
Additional billing email	_____
Additional billing email	_____

#### 2.2 Billing Method E-invoicing

##### E-invoice Portal

Please enter the following information

E-invoicing Platform name	_____
Required access information	_____
	_____
	_____

#### 3. PO number Required

Is a PO number required on Siteimprove invoices      YES       NO

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## 4. Account Payable information

Accounts Payable Email

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Accounts Payable Phone number

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## 5. Sold to information

Below is the address where the Siteimprove Software as a Service/Product will be used. If you have any changes, please contact your internal purchaser to ensure changes are made before signature.

Sold to Company name Poudre School District

Sold to Street 2407 Laporte Avenue

Sold to City Fort Collins

Sold to State Colorado

Sold to Postal code 80521

Sold to Country United States

5.1 Company TAX/VAT number

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## 6. Sales Tax information

You may be subject to sales tax (or equivalent) unless you can provide proof of exemption prior to issuance of invoice.

Exempt from sales tax?

YES  NO

If yes, it is required to provide Siteimprove a copy of a valid Sales tax exemption form.

Sales Tax exemption number

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For assistance or if any set-up documentation is required for Siteimprove to complete before an invoice can be processed, please contact [accountsreceivable@siteimprove.com](mailto:accountsreceivable@siteimprove.com).