



Contract for Services Rendered

This is a contract entered into by **Access Imaging Solutions, LLC** (hereinafter referred to as "AIS") and **Jefferson County Voter Registrar** (hereinafter referred to as "the Client") on this date, **August 10, 2018**.

AIS's place of business is **4224 Centergate St., San Antonio, TX, 78217** and the Client's place of business is **1149 Pearl St, Beaumont, TX 77701**.

The Client hereby engages AIS to provide services described herein under "Scope and Manner of Services." AIS hereby agrees to provide the Client with such services in exchange for consideration described herein under "Payment for Services Rendered."

Scope and Manner of Services

Services To Be Rendered By AIS:

AIS will Convert Jefferson Counties current Filebound Express Box and its content into Jefferson Counties new Filebound site [<https://JeffersonTX.filebound.com>] which includes the entire Express Box migration (projects, contents, and users). The migration of the current FileBound express box is outlined in the Jefferson County SLA, under the data migration section.

AIS will provide Jefferson County Voter Registrar with FileBound 7 Training

- a. (utilizing Filebound 7 with your current solutions, Day 1 : exploring the possibilities with automation and forms with Filebound,
- b. day 2) AIS will provide 6 hours of on-site training and system integrations.

Payment for Services Rendered

The Client shall pay AIS for services rendered according to the Jefferson County Voter Registrar Payment Agreement Contract for Hosting that is attached and a total of **\$3,725.00** that is one-time cost that covers professional services, training, and travel as outlined in the Jefferson County Voter Registrar proposal including the "Scope and Manner of Services" section in this contract.

Should the Client fail to pay AIS the full amount specified in any invoice within **30** calendar days of the invoice date, a late fee equal to **1% of the unpaid balance** shall be added to the amount due every **30** calendar days of the unpaid balance.



Applicable Law

This contract shall be governed by the laws of the County of Jefferson in the State of Texas and any applicable Federal law.

Signatures

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures:

(Printed Name of Client or agent)

____Aaron C Emery_____
(Printed Name of Provider or agent)

(Signature of Client or agent) (Date)

(Signature of Provider or agent) (Date)