

CHANGE ORDER FORM



GENERAL INFORMATION

CUSTOMER NAME Hidalgo County		CUSTOMER NUMBER 2128841	PROJECT NAME / DESCRIPTION Laserfiche Implementation	
NAME AND TITLE OF AUTHORIZED CUSTOMER CONTACT Ramon Garcia – County Judge		ORIGINAL AGREEMENT DATE & TYPE Statement of Work 11/29/2017	ORIGINAL ORACLE SALES ORDER NUMBER (REQUIRED) 66348982	
ORIGINAL SOW ID# DR21432564	CHANGE ORDER NUMBER DR21432564_CO 01	CHANGE ORDER DATE 12/15/2017	NAME OF RICOH PROJECT MANAGER RANDY JONES	

CHANGE ORDER DESCRIPTION / JUSTIFICATION (TO BE COMPLETED BY RICOH USA, INC.)

This Change Order represents an addition to and/or modification of the services to be provided by Ricoh to Customer under the Agreement referenced above. The specific nature and scope of such addition and/or modification is stated below or set forth in a written attachment hereto:

The following Time and Materials Services Estimate table replaces the table on page 23 of the Statement of Work. If Ricoh will exceed the hours for any of the listed tasks, an authorized change order will be submitted to the Customer for approval so the project may proceed. Change orders will be submitted when Ricoh anticipates exceeding the total number of hours allotted for each of the individual tasks listed. These tasks are Planning, Discovery, Design, Implementation, Admin Training and End User Training. The customer will only be charged for actual hours used.

Ricoh Professional Services - Time and Materials Services Estimate			
HRS	Description	State Price	Extension
Professional Services			
8	Planning	\$202.00	\$1,616.00
8	Discovery	\$202.00	\$1,616.00
8	Design	\$202.00	\$1,616.00
47	Implementation	\$202.00	\$9,494.00
4	Admin Training	\$202.00	\$808.00
4	End User Training	\$202.00	\$808.00
79		Estimated Services	\$15,958.00

Attachment Required Y N

CHANGE ORDERS

Add/Rem	Description of Services	EDP CODE	Qty / Hours	Unit Price	Extended Price
			0	\$0.00	\$0.00
			0	\$0.00	\$0.00

TOTAL CHANGE ORDER COST \$0.00

AGREEMENT This change order is made between Ricoh USA, Inc. ("Ricoh"), and the above referenced customer ("Customer") and shall be effective as of the change order date set forth above upon the execution below by both parties. The terms of business governing the relationship between Ricoh and customer shall be those set forth in (i) this change order and (ii) the terms and conditions set forth in the agreement relation hereto.

_____	_____	_____
Date	Ricoh Internal Review Signature	Title
_____	_____	_____
Date	Authorized Client Representative Signature	Title
_____	_____	_____
Date	Authorized Ricoh Representative Signature	Title