

Change Order Form

To Professional Services (PS) Agreement



General Information

CUSTOMER NAME	CUSTOMER NUMBER	PROJECT NAME/DESCRIPTION	
HIDALGO COUNTY	2128841	PS-INSLASERFICHE	
NAME AND TITLE OF AUTHORIZED CUSTOMER CONTACT		ORIGINAL AGREEMENT DATE & TYPE	ORIGINAL oracle sales order number (required)
Renan Ramirez		Statement of Work	66348982
ORIGINAL SOW ID#	CHANGE ORDER NUMBER	CHANGE ORDER DATE	NAME OF RICOH PROJECT MANAGER
DR21432564		28/Mar/18	Guadalupe, Wilfredo

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 PS Agreement referenced above. The specific nature and scope of such addition and/or modification is stated below or set forth in written attachment hereto:

The following is a list of Ricoh action items and changes to the current design

- Automate the Laserfiche Quick Fields process. The PO's Quick Fields session will be configured to poll one folder containing PO's and will run in the background without user intervention. The Quick Fields Session Manger component will be configured to automate the Quick Fields Session. Note: Best practice recommends validating the results.
- Reconfigure the DB look up to read from a customer supplied SQL table instead of the Excel Worksheet.
- Reconfigure the PO notification workflow to include multiple email recipients when present in the customer provided SQL table.
- Configure a new workflow to automatically poll one folder to import and index Supporting Documents. The Req number will be extracted from the file name and inserted into the Req number field in Laserfiche. The File Name must match the format "00369071" (Leading zeros must be present) appending additional characters to the end of the file name is acceptable.
A Regular Expression will be used to only extract the first 8 digits.
- Reconfigure the Linked Document workflow to use the Req Number instead of the PO number. The PO's will have a link to Supporting Documents linked with the Req number.
- Reconfigure Quick Fields with new PO sample documents. (Provided by the customer)

Hidalgo County Action items.

- Please provide a sample of PO documents. The documents should be exactly as they will be provided to Laserfiche in production. I think they are printed to PDF from the Alio system?
- Please provide a SQL table for the DB look up that contains the Account numbers and the corresponding user name and email for the notifications.

Attachment Required: Y N

CHANGE ORDERS

ADD/REM	DESCRIPTION OF SERVICES	QTY / HOURS	UNIT PRICE	EXTENDED PRICE
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 PS agreement relation hereto.

DATE	RICOH INTERNAL REVIEW SIGNATURE	TITLE
DATE	AUTHORIZED CLIENT REPRESENTATIVE SIGNATURE	TITLE
DATE	AUTHORIZED RICOH REPRESENTATIVE SIGNATURE	TITLE