

APPENDIX D TO DIR CONTRACT NO. DIR-TSO-3864
SERVICE AGREEMENT
ENGAGEMENT CONTRACT ORDER FORM

Customer Name:
Customer Address:

This Order Form ("OF") shall be governed by the terms of the DIR Contract No. DIR-TSO-3864. dated _____ (the "Contract") between the State of Texas, acting by and through the Department of Information Resources and Tekvox, Inc. ("Tekvox, Inc.").

A. SERVICES

1. Tekvox, Inc.'s Obligations

a. Scope of Services

Tekvox, Inc., will provide the following Services to Customer:
(Describe Services)

B. RATES AND PAYMENTS

1. Labor Rates

Services shall be provided under this OF in accordance with Section 3 of the Contract and Appendix C of DIR Contract No. DIR-TSO-3864 *List Technician Level(s), Rate (Rates are inclusive of the Department of Information Resources Administrative Fee) Hours, and Total Labor Fee.*)

2. Travel, Meals, and Lodging Reimbursement

Rates for technical services do not include pre-approved travel, meals and lodging and shall be handled in accordance with Appendix A, Section 8F of DIR Contract DIR-TSO-3864.

3. Payment Type

The Services specified above are provided on a time and materials ("T&M") basis; that is, Customer shall pay Tekvox, Inc., for all the time spent performing such Services. Tekvox, Inc., will bill for time and materials no more often than once every thirty days. Tekvox, Inc., acknowledges that Customer is an entity exempt from the imposition and collection of Texas sales taxes under Section 151.309 Texas Tax Code. Any estimate related to the Services performed under this OF is intended only to be an estimate for Customer's budgeting and Tekvox, Inc.'s resource scheduling purposes. Once fees for Services reach this estimate, Tekvox, Inc., will cooperate with Customer to provide continuing Services on a T&M basis.

4. Purchase Order

The purchase order will reference DIR Contract No. DIR-TSO-3864.

5. Purchase Order Number

Purchase order number. _____ has been provided to Tekvox, Inc., as of execution date of this Order Form.

6. Invoicing

All fees will be invoiced monthly and will be payable in accordance with Appendix A, Section 8J of DIR Contract No. DIR-TSO-3864 and in accordance with Chapter 2251, Texas Government Code.

7. Customer Billing Accounts Payable Contact/Mail Invoices To:

Name:
Address:
Telephone:
Fax:
E-mail:

C. PROJECT INFORMATION

1. Tekvox, Inc. Project Manager/Contact Information

Name:
Address:
Telephone:
Fax:
E-mail:

2. Customer Project Manager/Contact Information

Name:
Address:
Telephone:
Fax:
E-mail:

3. Tekvox, Inc. Contract Manager/Contact Information

Name:
Address:
Telephone:
Fax:
E-mail:

(Insert Customer Name:)

By: _____

Name (Print): _____

Title: _____

Effective Date: _____

Tekvox, Inc.

By: _____

Name (Print): _____

Title: _____