### SCHEDULE A

### SERVICE & SUPPLY CONTRACT

**Client: ${ClientName}**

**Contracted Vendor: ${VendorName}**

**Term: ${TermBegin} through ${TermEnd}**

| ***Building*** | ***Room*** | ***Model*** | ***Serial***  ***Number*** | ***Machine Type*** | ***Black Cost/Copy*** | ***COLOR***  ***Cost/Copy*** |
| --- | --- | --- | --- | --- | --- | --- |
| ${Building} | ${Room} | ${Model} | ${Serial} | ${MachineType} | ${BlackCCopy} | ${ColorCCopy} |

*Subject to change and correction and future additions.*

**Additional Provisions:**

### SERVICE AND SUPPLY CONTRACT

${VendorName} (“Contracted Vendor”) hereby contracts with M.S.T. to provide comprehensive services, supplies, and maintenance to equipment described on Schedule A (“Equipment”) for ${ClientName} (“Client”) at a cost per print shown on said Schedule A, commencing on ${TermBegin} and terminating on ${TermEnd} . This Service and Supply Contract (“Contract”) shall exclude only the cost of paper, transparencies, and staples. Refer to Schedule A for Additional Provisions, if any.

M.S.T. assumes responsibility for all billing and vendor payment. M.S.T. shall provide a Purchase Order to Contracted Vendor in the amount of one-half of the annual projected number of pages multiplied by the cost per print listed on Schedule A. This semi-annual billing will take place July 1 and January 1. Actual meter reads will be collected by M.S.T. either electronically or from Client or Contracted Vendor staff during the month of June. A final Reconciliation spreadsheet and Purchase Order will then be completed and sent to Contracted Vendor for invoicing. Upon payment by Client of each billing invoice from M.S.T. during the year, M.S.T. will reimburse Contracted Vendor appropriately against M.S.T.’s Purchase Order and Contracted Vendor’s invoice. Vendor invoice must reference M.S.T.’s Purchase Order for timely payment. In the event Client is delinquent more than 45 days in payment to M.S.T., thus delaying M.S.T.’s payment to Contracted Vendor, M.S.T. reserves the right to request suspension of service and/or supplies by Contracted Vendor to Client.

On July 1 of each calendar year during the afore-mentioned term, M.S.T. shall request credit from Contracted Vendor any cost of this Contract prepaid by M.S.T. and unused by Client if fewer copies were made by Client during the Contract period ending on or before June 30 annually than were originally estimated under this Contract for such period.

On July 1 of each calendar year during the term of this Contract, M.S.T., at its option, may increase such costs per print under this Contract by 8% or by a percentage equal to the increase during the immediately preceding 12-month period of “The Consumer Price Index for All Urban Consumers (CPI-U) for the U.S. City Average for All Items, 1982-84 = 100,” whichever is less.

Client and M.S.T. is given the right to terminate Contract at any time for any reason with a 30-day written notice, which M.S.T. will forward to Contracted Vendor. After final meter reads are collected, a final Purchase Order and Reconciliation Spreadsheet will be sent to Contracted Vendor for invoicing. Any credits owed to M.S.T. or Contracted Vendor after reconciling actual usage versus projected will be invoiced for payment to MST or Contracted Vendor.

**AGREED AND ACCEPTED BY: AGREED AND ACCEPTED BY:**

**M.S.T. Government Leasing, LLC** ${ClientName}

By: Skip Tilton By: ${VendorContact}

Title: President Title: ${VendorJobTitle}

Date: Date:

Signature: Signature:

|  |  |
| --- | --- |
| ***Named Contracted Client:*** | ***${ClientName}*** |
|  | ${ClientAddress} |
|  | ${ClientCSZip} |