GovEase

AGREEMENT FOR ONLINE AUCTION PORTAL

Between

Yuba County, California

And

GovEase Auction, LLC

I. The Agreement

THIS AGREEMENT FOR ONLINE AUCTION PORTAL (this "Agreement") is executed and entered into by and between Yuba County, California ("the Customer") and GovEase Auction, LLC, a Mississippi limited liability company ("GovEase") on August 7, 2024 (the "Effective Date"). In consideration of the promises, rights, obligations, and consideration set forth below, and intending to be legally bound thereby, the parties hereby agree as follows:

II. Initial Term and Renewal

The term of this Agreement shall commence on the Effective Date and shall continue remain in force until one (1) year (the "Initial Term"), unless terminated earlier pursuant to the terms of this Agreement. Provided that neither party is in default hereunder beyond applicable periods of grace and/or notice and cure, upon the conclusion of this initial term, or any renewal term hereunder, this Agreement shall be automatically renewed for additional term of one (1) year (the "Renewal Term") upon all terms, conditions and obligations set forth herein unless either party notifies the other ninety (90) days in advance before the end of the Initial Term or any applicable Renewal Term that they do not intend to renew.

III. Scope of Services

a. In exchange for payment by the Customer as set forth in Section IV of this Agreement, GovEase will provide the services outlined in **Exhibit "A"** attached hereto and incorporated herein by reference of this Agreement.
b. The services to be performed pursuant to this Agreement shall be performed in accordance with the applicable laws and regulations of the State of California.

IV. Fees and Billing

In consideration of the services to be rendered by GovEase as set forth in this Agreement, the Customer shall pay or cause to be paid to GovEase the fees set forth and in accordance with **Exhibit "B"** and **Exhibit "B(A)"** attached hereto and incorporated herein by reference of this Agreement.

V. Modification

This Agreement may only be modified, altered, or amended by a written instrument duly executed by authorized representatives of the Customer and GovEase.

VI. Notice

Any notices required to be sent hereunder shall be hand delivered or sent by a nationally recognized overnight delivery service (such as FedEx) or by certified mail (return receipt requested) to the following addresses:

CUSTOMER:	Yuba County, California 915 8th Street, Suite 103 Maryville, California 95901 Attention: Jolie Turk Its: Treasury & Tax Manager	With a copy to:	County Counsel County of Yuba 915 8th Street, Suite 111 Marysville, CA 95901
GOVEASE:	James C. Pittman, CEO & Owner GovEase Auction, LLC 2080 Main Street, Suite 200 Madison, MS 39110		

VII. Limited Warranties

GovEase warrants that the web site and internet application, when provided with accurate and properly formatted data from and by the Customer and from and by third-party users, and when accessed by properly functioning software and equipment of third-party users with the appropriate system requirements, including, but not limited to devices with internet access that are updated with current operating systems, patches and installed with current versions of commonly used web browsers will perform substantially as required in order to facilitate the Customer's online auction(s). For the purposes of this Agreement, the term "third party users" shall be defined as bidders or participants in auctions conducted by GovEase on behalf of the Customer pursuant to this Agreement. In the event that failures or defects arise with the web site or internet application prior to, during or after an auction, GovEase will, at no charge to the Customer, make any necessary corrections to the web site and/or internet application so that the web site performs substantially as required under the terms of this Agreement, and will use its commercially reasonable best efforts to make such necessary corrections applicable within a reasonable period of time of being notified by the Customer of any such failures or defects in the web site, provided that the Customer provides GovEase with information necessary and sufficient to correct such failure or defect upon GovEase's request. In the event GovEase is not able to make such corrections applicable within a commercially reasonable time, a GovEase representative will confer with a representative of the Customer to advise the Customer on the status of problem resolution and anticipated time of correction.

VIII. Breach and Termination

a. In the event of the occurrence of a material breach or violation of this Agreement by a party, the non-breaching party shall provide written notice to the breaching party regarding the occurrence of and facts surrounding said material breach or violation of this Agreement, along with a description of the steps necessary to remedy, resolve or remove the material breach or violation. If said material breach or violation is not remedied, resolved, or removed within sixty (60) days after such written notice, the non-breach party may immediately terminate this Agreement, by providing immediate written notice to the breaching party.
b. Termination of this Agreement shall not deprive a party of other remedies available under this Agreement or the applicable law for failure of a party to perform its obligations under this Agreement. Failure of either party to enforce a material breach or any violation of the terms of this Agreement or to exercise any remedies hereunder

shall not be considered as a waiver of that party's rights, respectively, with respect to any subsequent breach or violation.

c. In the event of a party's breach or failure to perform its obligations under this Agreement and it becomes necessary for either party to employ an attorney to enforce compliance with any of the provisions herein contained or to give advice, enforce or demand either party's rights or remedies hereunder, then the defaulting or breaching party shall be liable for the non-breaching or non-defaulting party's attorney fees, court costs and other expenses occasioned by such default(s) or breach(es).

d. Upon termination of this Agreement, each party shall promptly return to the other any and all personal property intellectual property data of the other held by such party, including, but not limited to, any of GovEase's Confidential Information as that term is defined in Section X of this Agreement, and shall provide a certificate to the other party to the effect that it has delivered to the other party all property belonging to the other party, including Confidential Information, and has retained no duplicates or copies of, nor conveyed to any third party, any such property.

e. The Customer acknowledges and agrees that the consideration which GovEase shall receive under this Agreement shall not and does not include any sum sufficient for GovEase to assume the risk of any incidental damages which might arise in connection with GovEase's use of the website, internet application and all other documents, files, reports, data summaries, work papers, electronic or otherwise. Accordingly, Customer agrees that GovEase shall not be responsible to Customer for any business down-time, inefficiencies, loss of profit, indirect, incidental, special or consequential damages arising out of the performance or failure to perform the terms of this Agreement or related to the Customer's licensing or use of the website, internet application or documentation, electronic or otherwise.

IX. Title

It is agreed between the parties that GovEase owns all rights, title and interest in and to the web site, internet application, and all documents, files, reports, data summaries, work papers and working documentation, electronic or otherwise, created by or on behalf of GovEase in connection with the services to be performed by GovEase pursuant to this Agreement, as well as the related source code including copyright, trade secret, patent, trademark, servicemarks and other proprietary rights and all customizations, enhancements, modifications, improvements, derivations or other variations thereof. This Agreement does not transfer to the Customer under any circumstances any of GovEase's ownership rights in the web site, internet application or the related source code.

X. License

a. GovEase grants the Customer and its full-time, part-time or contract employees (excluding professional consultants), subject to the terms and conditions of this Agreement, a limited, non-perpetual, non-transferable and non-exclusive license to access and use the web site and internet application solely in conjunction with the Customer's billing, collection and administration of the relevant taxes and auctions. This license immediately terminates upon any termination of this Agreement. GovEase is acting as an Application Service Provider ("ASP") supplying to the Customer a hosted service via the Internet.

b. The Customer acknowledges and understands that the GovEase web site and internet application licensed under this Agreement is owned by GovEase and constitutes a valuable trade secret belonging to GovEase. The

Customer also acknowledges and understands that GovEase is willing to provide the Customer with certain proprietary business and technical information regarding its web site and internet application pursuant to this Agreement. It is expressly understood and agreed that the software used to develop and operate the web site and internet application; any related materials and documentation provided by GovEase, including without limitation information related to security, functionality or other technical aspects of the web site and internet application; the non-public pages of the web site; and all documents, files, reports, data summaries, work papers and working documentation, electronic or otherwise, created by or on behalf of GovEase in connection with the services to be performed by GovEase pursuant to this Agreement (sometimes collectively referred to herein as "Confidential Information") constitute a valuable proprietary product and trade secret of GovEase embodying substantial creative efforts and secretive information, ideas, and expressions. The Customer agrees to hold all such Confidential Information in strictest confidence and take such steps as are reasonably necessary to protect the confidentiality of the Confidential Information and other materials designated by GovEase as Confidential Information. Such steps shall include, without limitation, refraining from taking any action in derogation of GovEase's ownership rights in the web site, internet application and Confidential Information and taking actions similar to those taken by the Customer with respect to protecting other third-party Confidential Information in its possession.

c. The Customer shall not disclose or otherwise make available GovEase's Confidential Information in any form to any person except to those employees of the Customer or GovEase who need access to the information to facilitate the Customer's authorized use of the web site. Nothing herein shall be construed, however, to prohibit the Customer from making any disclosures required of the Customer pursuant to any legal process or request from any governmental authority having jurisdiction over the Customer, or from making disclosure required by applicable law. However, prior to any such disclosure, the Customer shall provide written notice at least thirty (30) days prior to any such disclosure to GovEase in order to enable GovEase to seek judicial relief. The Customer's obligations under this paragraph shall survive termination of this Agreement.

d. **INDEMNITY.** GovEase shall defend, indemnify, and hold harmless the County, its elected and appointed councils, boards, commissions, officers, agents, and employees from any liability for damage or claims for damage for personal injury, including death, as well as for property damage that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of GovEase, which may arise from the intentional or negligent acts or omissions of GovEase in the performance of services rendered under this Agreement by GovEase, or any of GovEase's officers, agents, employees, contractors, or sub-contractors.

XI. Confidentiality

Each party agrees to treat any information they receive that is submitted to the web site by third party users, including without limitation, deposit amounts, social security numbers, bank account numbers, federal tax identification numbers, etc., in accordance with applicable law and the "privacy policy" set forth in the related link on the web site. GovEase will not change the "privacy policy" without the Customer's consent, which such consent shall not be unreasonably withheld.

XII. Place of Execution; Governing Law; Venue

This Agreement shall be deemed to be executed in Yuba County, State of California, regardless of GovEase's domicile, and shall be interpreted and construed in accordance with the laws of the State of California. The parties agree that the venue for any and all claims between the parties arising from this Agreement shall be in the state or Federal courts of California and for Yuba County, California.

XIII. Successors

The provisions of this Agreement shall be binding upon and for the benefit of the heirs, personal representatives, successors and assigns of GovEase as GovEase shall have the right to transfer or assign its interest in this Agreement to any person, persons, partnerships, association, corporation, or other legal entity. Customer shall not assign any right or obligation hereunder in whole or in part, without the prior written consent of GovEase.

XIV. Severability

a. If any provision of this Agreement is found to be unlawful or to otherwise conflict with applicable law, the applicable law shall control, and the offending provision shall be deemed to be of no effect and shall be deemed stricken from this Agreement without affecting the binding force of the remainder of this Agreement.
b. If any provision of this Agreement is found to be unlawful or to otherwise conflict with applicable law, then the parties hereby agree to modify said provision, in a writing to be an amendment to this Agreement to be signed by authorized representatives of the parties, to comply with the applicable law and to reflect the parties' intention, if any such written amendment to this Agreement is necessary.

XV. Force Majeure

a. Neither party shall be liable for any failure of or delay in performance of its obligations under this Agreement to the extent such failure or delay is due to a "force majeure." For purposes of this Agreement, the term "force majeure" means any cause, action or agency delaying or preventing the performance of a party's obligation(s) under this Agreement which is beyond the reasonable control or foreseeability of such party including but not limited to natural disasters, wars, pandemics, power failures, internet outages and other acts of God.
b. Upon notice of a force majeure event, the party whose performance under this Agreement is affected thereby shall:
    1. Promptly notify the other party by the quickest means available, explaining the nature and expected duration thereof; and
    2. Use reasonable efforts to diligently remedy the interruption or delay, provided that the interruption or delay is reasonably capable of being remedied by that party.

XVI. Authorization

Both GovEase and the Customer each represent and warrant to the other that each is authorized by all required and necessary corporate or government authority or action to enter into this Agreement and that the individual(s) signing this Agreement on behalf of GovEase and the Customer are authorized to bind GovEase and the Customer to its terms. Furthermore, both GovEase and the Customer represent that they are free to enter into this Agreement and that doing so, or performing the duties required under this Agreement, will not violate the terms of any other agreements or contracts between the parties and any third parties.

XVII. Complete Agreement

This Agreement, and Exhibits A, B, B(A), and C which must be attached hereto constitute the entire understanding and Agreement between the parties hereto with respect to its subject matter and supersedes all prior or contemporaneous Agreements, representations, warranties, and understandings of such parties, whether oral or written.

{Signatures to Appear on the Following Page.}

REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, the parties have caused this Agreement for Online Auction Portal to be executed and do each hereby warrant and represent that their respective signatory whose signature appears below has been and is on the Effective Date of this Agreement duly authorized to execute this Agreement on behalf of GovEase Auction, LLC or the Customer.

GOVEASE AUCTION, LLC, a Mississippi limited liability company

By: _____

Printed Name: David Myers

Its: VP, Business Development

Yuba County, California

By: _____

Printed Name: _____

Its: _____

INSURANCE PROVISIONS APPROVED:

Tiffany Manuel,
Human Resources Director and Risk Manager

APPROVED AS TO FORM
COUNTY COUNSEL
BY: _____

EXHIBIT A TO GOVEASE AUCTION, LLC'S ONLINE AUCTION PORTAL AGREEMENT **SCOPE OF SERVICES**

GovEase will administer auctions on behalf of the Customer using the GovEase website. The term "web site" shall mean an Internet web site hosted by or at the expense of GovEase that will utilize GovEase's internet application to conduct online auctions on behalf of the Customer. The term "internet application" means the proprietary internet application software developed by GovEase to facilitate auctions using a process that replicates a live, public outcry auction that can be accessed through the web site. The procedures and technical requirements of the auction shall be substantially as described herein.

Specific Actions to be Taken and Services to be Provided by GovEase

1. GovEase will provide an online auction website that will utilize the internet application to make information available to third party users and to conduct online auctions using a process that replicates a live, public outcry auction.
2. GovEase will populate the web site and internet application with data provided by the Customer, including, but not limited to:
    a. A list of properties to be sold at auction (typically referred to as an advertising list);
    b. Data on bidders who participated in previous auctions with the Customer (should this information be readily available); and
    c. Additional available data (tax records, appraiser's website/links to GIS maps, if readily available from the Customer).
3. GovEase will provide commercially reasonable and necessary training for third party users.
4. GovEase shall provide a host server for the web site. The website will utilize GovEase's internet application, which is capable of accepting and processing competitive bids from third party users for auctions offered by the Customer. The Customer acknowledges that GovEase's server may not be dedicated exclusively to the web site. GovEase shall use its commercially reasonable best efforts to make the web site available during most regular business hours during each auction conducted pursuant to this Agreement and shall make all reasonable efforts not to schedule planned maintenance downtime to occur during any such auction during most such business hours. During each such auction, GovEase shall provide to the Customer the technical support necessary to facilitate the Customer's conduct of online auctions.
5. Dependent to the customer's selection in **Exhibit B(A)**, if the Customer chooses to handle payments within their office;
    a. The Customer will maintain all auction proceeds, deposits, billing, and fee payments.
    b. The Customer will maintain the process of all bidder approvals.
6. Dependent on the Customer's selection in **Exhibit B(A)**, if the Customer requests the option to have payments processed as an additional service to the online auction;
    a. GovEase may facilitate and process payments itself or through one or more third party payment processor relationship(s) GovEase may maintain. Such facilitation and processing of payments shall include but shall not be limited to managing and maintaining all auction proceeds, deposits, billing, and fee payments as well as, refunding of deposits.
    b. GovEase will handle all bidder approvals on behalf of the Customer under this agreement accompanying the Customer's registration requirements.

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EXHIBIT B TO GOVEASE AUCTION, LLC'S ONLINE AUCTION PORTAL AGREEMENT **FEES AND BILLING**

1. For each auction administrated by GovEase under the terms of this Agreement on behalf of the Customer, the Customer shall pay or cause to be paid to GovEase a fee based on the Customer's selection in **Exhibit B(A)**.
2. GovEase will submit an invoice setting forth the amount of its fees pursuant to Section IV (4) of this Agreement for an auction conducted under this Agreement to the Customer within thirty (30) days of the conclusion of each such auction. The Customer hereby agrees to pay any such invoices in full within thirty (30) days of receiving said invoice.
3. Unless otherwise provided on GovEase's invoice or in other instructions that GovEase provides the Customer subsequent to the execution of this Agreement, payments shall be made to "GovEase Auction, LLC."
4. If the Customer selects on **Exhibit B(A)** the option of having payment processing as an additional service to the online auction;
    a. GovEase itself or pursuant to its third party payment processor relationship(s) shall work cooperatively with the Customer to transmit the proceeds from the auction to the county once all funds have been processed, settled and cleared.

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EXHIBIT B(A) TO GOVEASE AUCTION, LLC'S ONLINE AUCTION PORTAL AGREEMENT **FEE TABLES - (CA)**

Customer Selections

Check the box corresponding to which services you would like to receive.

Customer Handles Payments

N/A	N/A

GovEase Facilitates Payments

☑ $150.00 / Parcel
3% Buyer's Premium
$35.00 Registration Fee

- The Customer shall pay or cause to be paid to GovEase a per parcel fee outlined to the left. This fee will be assessed 30 days prior to the sale.
- GovEase will assess a buyer's premium percentage listed to the left. The buyer's premium percentage is calculated based on the final purchase price of each parcel purchased during the auction. The final purchase price includes the starting bid amount plus all overbid associated in the winning bid.
- GovEase will charge a bidder registration fee listed to the left to all bidders that is non-refundable.
- GovEase will receive no fee for parcels which are offered for sale but receive no bid.
- The Customer shall pay any and all expenses incurred by GovEase in connection with the sale, including, but not limited to, statutory changes and third-party access fees.
- In no event will GovEase be liable to the Customer for non-payment by a bidder.
- GovEase will EITHER pay the Documentary Transfer Tax on behalf of the purchaser OR calculate and assess the Documentary Transfer Tax associated to the purchase price of each parcel paid by each winning bidder.
- All fees associated with a bidder's payment will be paid by the bidder. This includes, but is not limited to, convenience fees for credit and debit, and service fees for ACH/e-check.
- The payment processor(s) will transmit the buyer's premium percentage and registration fee to GovEase directly.

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COUNTY OF YUBA

GovEase

EXHIBIT C - INSURANCE PROVISIONS

E. INSURANCE. Vendor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Vendor, its agents, representatives, or employees. Vendor shall procure and maintain for the duration of the contract insurance claims arising out of their services and including, but not limited to loss, damage, theft or other misuse of data, infringement of intellectual property, invasion of privacy and breach of data.

E.1 MINIMUM SCOPE AND LIMIT OF INSURANCE. Coverage shall be at least as broad as:

E.1.1 Commercial General Liability (CGL): Insurance Services Officer Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

E.1.2 Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **$1,000,000** per accident for bodily injury and property damage.

E.1.3 Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **$1,000,000** per accident for bodily injury or disease.
(Not required of consultant provides written verification it has no employees)

E.1.4 Cyber Liability Insurance, with limits not less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

E.1.6 Technology Professional Liability Errors and Omissions Insurance appropriate to the Vendor's profession and work hereunder, with limits not less than **$2,000,000** per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information.

The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

a. The Policy shall include, or be endorsed to include, ***property damage liability coverage*** for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the County in the care, custody, or control of the Vendor.

If the Vendor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by the Vendor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

E.2 OTHER INSURANCE PROVISIONS. The insurance policies are to contain, or be endorsed to contain, the following provisions:

E.2.1 ADDITIONAL INSURED STATUS. The County, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Vendor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).

E.2.2 PRIMARY COVERAGE. For any claims related to this contract, the **Vendor's insurance coverage shall be primary** insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Vendor's insurance and shall not contribute with it.

E.2.3 NOTICE OF CANCELATION. Each insurance policy required above shall state that **coverage shall not be canceled, except with notice to the County.**

E.3 WAIVER OF SUBROGATION. Vendor hereby grants to County a waiver of any right to subrogation which any insurer of said Vendor may acquire against the County by virtue of the payment of any loss under such insurance. Vendor agrees to obtain any enforcement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation enforcement from the insurer.

E.4 DEDUCTIBLES AND SELF-INSURANCE RETENTIONS. Self-insured retentions must be declared to and approved by the County. The County may require the Vendor to provide proof of ability to pay losses and related investigations, claim administrations, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County.

E.5 ACCEPTABILITY OF INSURERS. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A"VII, unless otherwise acceptable to the County.

E.6. CLAIMS MADE POLICIES. If any of the required policies provide coverage on a claims-made basis:

E.6.1. The Retroactive Data must be shown and must be before the date of the contract or the beginning of contract work.

E.6.2. Insurance must be maintained and evidence of insurance must be provided ***for at least five (5) years after completion of the contract of work.***

E.6.3. If coverage is canceled or non-renewed, and not ***replaced with another claims-made policy form with a Retroactive Date*** prior to the contract effective date, the Vendor must purchase "extended reporting" coverage for a minimum of ***five (5)*** years after completion of contract work.

E.7. VERIFICATION OF COVERAGE. Vendor shall furnish the County with original certificates and amendatory enforcements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the County before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Vendor's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

E.8. SUBCONTRACTORS. Vendor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Vendor shall ensure that County is an additional insured on insurance required from subcontractors.

E.9. SPECIAL RISKS OR CIRCUMSTANCES. The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

GovEase

Information Sheet for Yuba County, California

Auction Information

Expected Sale Date: _____

Backend System Provider: _____

County Payment Processor: _____

Elected Official Information

Name: _____

Email: _____

Office Phone Number: _____

Office Contact Information

Name: _____

Email: _____

Mailing Address: _____

Office Phone Number: _____

Billing Contact Information (if different from Office Contact Information)

Name: _____

Email: _____

Mailing Address: _____

Office Phone Number: _____

Preferred Method of Invoice (select all that apply)

☐ Mail

☐ Email

☐ Other _____