

Sales Order Form - Purchase

Order #:	15429	Order Date:	11/07/2024	Sales Representative:	Lisa Gray
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Existing Customer:		New Customer:	X	Purchase Order Number:	
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Billing To	
Customer #: GW06	
Greenfield Waste Water Utility	
809 S State St 809 S State St	
Greenfield, IN 461402537	
Contact:	Robert Souchon
Phone:	(317) 325-1602
Email:	rsouchon@greenfieldin.org

Ship To	
Customer #: GW06	
Greenfield Waste Water Utility	
302 East Davis Road	
Greenfield, IN 46140	
Contact:	Robert Souchon
Phone:	(317) 325-1602
Email:	rsouchon@greenfieldin.org

See Schedule A

QTY	PRODUCT #	EQUIPMENT DESCRIPTION	UNIT PRICE	AMOUNT
1	ADXG011	Bizhub C451i	\$6,750.00	\$6,750.00
1	AAV5WY8	PC-216 Cabinet		

Comments:	Sales Tax Exempt?
	Sales Tax* (if applicable)
	Total Amount \$6,750.00

* Tax amount displayed is an estimate and is subject to change based on physical location

Accepted by Braden Business Systems Inc	Accepted by Customer
<i>Lisa Gray</i>	
11/07/2024	
Authorized Signature	Date
Lisa Gray / Senior Account Manager	
Printed Name / Title	Printed Name / Title

Internal Use Only:
 Preset EA
 Comm
 Invoice
 Sales Report
 Control Copy
 Lease Date: _____
 D&A: _____
 MC: _____
 Link Sheet
 SS
 Credit
 BDF/MKTG
 SC
 Dealer: _____
 Toner
 PO
 Status
 Note
 Cust Prop

Please refer to the Maintenance Contract for service details

Maintenance Contract

Order #:	15429	Order Date:	11/07/2024	Sales Representative:	Lisa Gray	Contract #:	
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Billing To	
Customer #: GW06	
Greenfield Waste Water Utility	
809 S State St 809 S State St	
Greenfield, IN 461402537	
AP Contact:	Robert Souchon
Phone:	(317) 325-1602
Email:	rsouchon@greenfieldin.org

Ship To	
Customer #: GW06	
Greenfield Waste Water Utility	
302 East Davis Road	
Greenfield, IN 46140	
Meter Contact:	Robert Souchon
Phone:	(317) 325-1602
Email:	rsouchon@greenfieldin.org

Term	Total Base Rate	Start Date	Base Billing Cycle	Overage Billing Cycle
	\$0.00		Monthly	Monthly

Complete Care Guarantee (Excludes Paper & Staples)
 Conditional Care Guarantee (Excludes All Consumables)

Make, Model	Serial #	EQID #	Base Payment	Start Meter		Copies Included		Overages Billed		Location/Dept
				B&W	Color	B&W	Color	B&W	Color	
Bizhub C451i			\$0.00			0	0	0.00500	0.04000	

Notes

Accepted by Braden Business Systems	Accepted by Customer
<i>Lisa Gray</i> <small>Authorized Signature</small>	 <small>Authorized Signature</small>
11/07/2024 <small>Date</small>	 <small>Date</small>
Lisa Gray / Senior Account Manager <small>Printed Name / Title</small>	 <small>Printed Name / Title</small>

Terms and Conditions

1. Braden Business Systems, Inc. agrees to provide quality assurance service and interim calls as required at the installation address specified above on the equipment listed. This agreement is limited to equipment regularly operated during a single eight-hour day and all calls hereunder are restricted to Braden Business Systems, Inc. normal working hours 8:00 a.m. to 5:00 p.m. Monday – Friday excluding holidays. All service commenced outside of Braden Business Systems, Inc. normal working hours will be charged at published labor rates for service and expenses only.
2. The following services are included: All quality assurance service calls, all parts through normal wear, (except Cosmetic Covers & Trays), all CONSUMABLES, (except Paper & Staples). Parts and assemblies made unserviceable due to accident, neglect, misuse, power surges, altering of equipment, electrical current fluctuations, work performed other than by Braden Business Systems, Inc. personnel, Acts of God or force of nature, or unauthorized equipment movement, and any other cause out of Braden Business Systems, Inc. control are excluded.
3. "Click" is the output of any media = to 8.5" x 11" . "Scan" is an electronic copy with no associated click output on the scanning device.
4. This Complete Care Guarantee is good for one (1) year from the guarantee begin date. This Complete Care Guarantee will automatically renew until cancelled in writing, by either party at least 30 days prior to the contract end. It is understood that the renewal of this agreement is subject to price and provision changes without notice. This agreement shall be invoiced and commence upon the effective date shown. In the event that the machine volume drops below minimum billing or remains idle for 30 days, Braden Business Systems reserves the right to charge a minimum monthly fee for continuance of maintenance. Equipment covered under this agreement must be in good condition before it can be accepted. Customer agrees to pay for a preventative maintenance check and all parts and labor required in bringing the equipment up to Braden Business Systems, Inc. specifications. This agreement is separate from lease agreement unless leased agreement and maintenance are leased together and stated accordingly.
5. Optimum performance of the equipment covered by this Complete Care Guarantee can be expected only if supplies provided by, or meeting the specifications of Braden Business Systems, Inc. are used. Frequent service calls or problems caused by inadequate supplies being used may result in termination of agreement at the sole discretion of Braden Business Systems, Inc. Braden Business Systems, Inc will provide service on a "Per Call" basis at published rates in the event of termination.
6. Braden Business Systems, Inc. shall have full and free access to the equipment to provide service thereon. If persons other than Braden Business Systems, Inc. representatives perform maintenance repairs, or unauthorized equipment movement and as a result, further work is required by Braden Business Systems, Inc. to restore equipment to operation condition, such repairs will be billed at Braden Business Systems, Inc.'s published time and material rates then in effect. Customer also agrees to make available and designate a suitable person for key-operator training on equipment and provide a reasonable working atmosphere for servicing the equipment. Customer agrees to provide suitable electrical service in accordance with U/L code and is recommended to provide an approved surge suppressor.
7. If equipment is moved to a new service zone, customer agrees to pay the difference in charges, if moved beyond Braden Business Systems, Inc. service territory this agreement may be terminated at the sole discretion of Braden Business Systems, Inc..
8. Braden Business Systems, Inc. reserves the right to suspend service and supplies in the event the customer account balance is delinquent based on Braden Business Systems, Inc. payment terms printed on each invoice at the time of billing.
9. Toner consumption and yields are based upon the manufacturer's specifications of 6% coverage black & white and 20% coverage full color. The amount of consumption is dependent upon the following: (1) originals type, (2) amount of solid fill, (3) customer care of equipment and copying with platen open, (4) environment and (5) monthly copy volume. Toner spills due to negligent customer operation are not covered under this agreement. Braden Business Systems, Inc. reserves the right to remedy this variance by either limiting the amount of toner provided or adjusting the rate(s) of this agreement or invoicing the customer for excess toner usage and cost of shipping freight for additional supplies provided.
10. This agreement is not transferable to a third party. No portion of this contract is refundable, except as stated in the foregoing statements.
11. If our meter collection tool is not installed, or if machines are inaccessible via this collection tool, meter requests are to be completed and emailed to Braden Business Systems, Inc (contracts@bradenonline.com) or submitted online at www.bradenonline.com on specified dates. Customer is required to submit monthly meter readings to Braden Business Systems, Inc. If customer fails to provide meter reading in a timely fashion, Braden Business Systems, Inc. at its discretion will estimate all necessary meter readings.
12. The customer acknowledges that it is their responsibility to maintain a current backup of their program and data files to restore any lost data. Under NO circumstances shall Braden Business Systems, Inc. be held responsible for any loss of data.
13. Changes in the operating environment, (including but not limited to changes to operating systems, network software, software applications changes, and hardware or software upgrades or incompatibilities, etc.) may result in the need for configuration adjustments or other network services to restore functionality. Such services shall be invoiced at Braden Business Systems, Inc. published network service rate.
14. In the event Braden Business Systems, Inc. is unable to obtain parts due to the discontinuation of such parts by the manufacturer and is unable to effect repairs to the equipment Braden Business Systems, Inc. will credit the unused portion of the charges to the customer account. Any such credit balance must be used toward future purchases from Braden Business Systems, Inc and retains no cash value.
15. For Color systems, color calibration from the customer's computer is not covered under this agreement. Calibration shall be billed at Braden Business Systems, Inc. network rates.
16. Other than the obligations set forth herein, Braden Business Systems, Inc. DISCLAIMS ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR USE, and OR FITNESS FOR A PARTICULAR PURPOSE. BRADEN BUSINESS SYSTEMS, INC. SHALL NOT BE RESPONSIBLE FOR DIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO DAMAGES ARISING OUT OF THE USE OR PERFORMANCE OF THE EQUIPMENT, THE LOSS OF USE OF THE EQUIPMENT, OR ANY ECONOMIC LOSS.
17. CONSUMABLES: Drums, Developers, PM Kits, Maintenance Kits, Print Cartridges, Fuser Units, Staples, Cassettes, Trays, Paper, Transparencies, Cleaning Webs, Fuser Oil, Oil Rollers, Oil Pads, Drum Cartridges, Imaging Kits, Ink Cartridges, Filters, & Toner.
18. ON OR AFTER THE OCCURRENCE OF AN EVENT OF DEFAULT, TO THE EXTENT PERMITTED BY LAW, CUSTOMER AGREES TO PAY ALL EXPENSES OF COLLECTION, ENFORCEMENT OR PROTECTION OF BRADEN'S RIGHTS AND REMEDIES UNDER THIS AGREEMENT. EXPENSES INCLUDE, BUT ARE NOT LIMITED TO, REASONABLE ATTORNEYS OR COLLECTION AGENCY FEES OR A LARGER AMOUNT AS THE COURT JUDGES AS REASONABLE AND JUST, COURT COSTS AND OTHER LEGAL EXPENSES. THESE EXPENSES ARE DUE AND PAYABLE IMMEDIATELY. IF NOT PAID IMMEDIATELY, THESE EXPENSES WILL BEAR INTEREST FROM THE DATE OF PAYMENT UNTIL PAID IN FULL AT THE DEFAULT RATE.

Instructions for Completing Form ST-105

All five sections of the ST-105 must be completed or the exemption is not valid and the seller is responsible for the collection of the Indiana sales tax.

Section 1

- A) **This section requires an identification number.** In most cases this number will be an Indiana Department of Revenue issued Taxpayer Identification Number (TID - see note below) used for Indiana sales and/or withholding tax reporting. If the purchaser is from another state and does not possess an Indiana TID Number, a resident state's business license, or State issued ID Number must be provided.
- B) **Exceptions** - For a purchaser not possessing either an Indiana TID Number or another State ID Number, the following may be used in lieu of this requirement.
Federal Government – place your FID Number in the State ID Number space.
Farmer – place your SSN or FID Number in the State ID Number space.
Public transportation haulers operating under another motor carrier authority, or with a contract as a school bus operator, must indicate their SSN or FID Number in the State ID Number space.

Section 2

- A) Enter the seller's name and address.

Section 3

- A) Check a box to indicate if this is a single purchase or blanket exemption.
B) Describe product being purchased.

Section 4

- A) Purchaser must check the reason for exemption.
B) Purchaser must be able to provide additional information if requested.

Section 5

- A) Purchaser must sign and date the form.
B) Printed name and title of signer must be shown.

Note: The Indiana Taxpayer Identification Number (TID) is a ten digit number followed by a three digit LOC Number. The TID is also known as the following:

- a) Registered Retail Merchant Certificate
- b) Tax Exempt Identification Number
- c) Sales Tax Identification Number
- d) Withholding Tax Identification Number

The Registered Retail Merchant Certificate issued by the Indiana Department of Revenue shows the TID (10 digits) and the LOC (3 digits) at the top right of the certificate.