

Acadia Parish On-line DocuNet Service Terms and Conditions

Section 1 (Charges)

Installation of the client software and standard hardware configuration (for a description of the minimum system requirements and supported hardware, please see Section 3 (Hardware)) will incur an initial setup fee of \$125 per PC plus software licensing. Software licensing fee is \$75.00 per PC. These fees will include the configuration of the standard hardware and software listed in Section 3, demonstration of the system, and verification of completion.

Users of the Acadia Parish DocuNet Service agree to pay a current rate of \$60 per month FOR EACH PC accessing the Acadia Parish On-line Service. In addition to the monthly fee, there will be a reduced copy charge of \$0.50 per page for all on-line documents printed through the DocuNet system. Index printing will be at a rate of \$2.00 per page.

Additionally, there will be a late fee of \$25.00 per month on delinquent accounts. An account is considered delinquent if payment is not received within 45 days of the bill date. Delinquent accounts can be suspended without notice and late fees will be accrued and added to the outstanding balance due. A late fee of \$25.00 per month will be added to the account until the balance is paid in full. If you have an open account for charging, please note on your payment if this fee is included in the payment made.

Finally, in the event of termination of service for any reason, there will be a \$40.00 reconnect charge applied when the account is active, in good standing, and the customer requests the service returned.

Section 2 (Support)

Omni Services Incorporated, d.b.a. Omni Computers, a corporation independent of the Acadia Parish Clerk of Court's Office, supports the Acadia Parish DocuNet System. Omni Computers will conduct all initial setups and configurations of the DocuNet system as well as any subsequent modifications or technical support issues. Omni Computers charges \$125.00 per hour of on-site or web support and \$65.00 per hour of travel time (if needed).

Section 3 (Hardware)

The Acadia Parish DocuNet system utilizes Microsoft Windows Terminal Server. The system allows for a broad range of Personal Computers to access the DocuNet system. The minimum/standard requirements for using the system are as follows:

1. Broadband internet access *i.e. High Speed Cable or DSL.*
2. IBM PC or compatible running Windows XP or higher.
3. Any printer which has an available 64 bit PCL or Postscript driver.

If you have any questions regarding hardware compatibility, please do not hesitate to call Shane Garrad with Omni Services, Inc.

Any variation from these specifications could result in performance degradation or increased downtime and is not supported by the Acadia Parish Clerk of Court's Office or Omni Service Incorporated. Additionally, variation from the afore mentioned standards may incur additional setup fees.

Section 4 (Important Numbers)

Omni Computers

Shane Garrad – 337-989-9063 Ext. 115

Acadia Parish Clerk of Court

Blane Faulk – 337-788-8881 Ext. 302

I, _____, hereby agree to the terms and conditions set forth above and authorize the installation and configuration of the Acadia Parish DocuNet service on my computer(s).

Name _____ Phone _____

Company _____ Account # _____

Address _____ Username DN _____

(Max. of 10 no symbols)

City _____ Password _____

(Min. of 6 characters)

State _____ Printer (if known): _____

(If the printer does not match the standard hardware mentioned in Section 3, additional setup fees may be incurred.)

Zip _____

PAID

INVOICE

DATE _____