Company Name Customer Company Name

Street Address Street Address

City, State, Zip Code City, State, Zip Code

Seller Name Customer Contact’s Name

Seller Email Customer Contact’s Email

Seller Phone Customer Contact’s Phone

Contract Term: \_\_ months Billing Frequency: \_\_\_\_\_\_\_

Contract Period: *Start Date - End Date* Payment Terms:\_\_\_\_\_\_\_\_\_

**Products & Services**

| **Product Name** | **Length** | **Service Period** | **Quantity** | **Price per Unit** | **Total Price** |
| --- | --- | --- | --- | --- | --- |
| *Example:*  *Seat Licenses* | *8 months* | *May 1, 2023 - December 31, 2023* | *10* | *$50 / License* | *$4,000.00* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Overall Total:** *$4,000.00*

**Terms & Conditions**

The Services in this Order Form (“OF”) are an expansion of the Services set forth in Order Form #\_\_\_\_\_ previously entered into between the parties (“Original Order”). The Subscription End Date of this OF co-terms with the Subscription End Date of the Original Order. The fees in this OF are supplementation to the fees in the Original Order and will be pro-rated and billed per the agreed-upon terms set forth in the Original Order.

**Signature Page**

*Company Name* *Customer Name*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_