

To: **Lori M. Tyack, Clerk of Court**  
Franklin County Municipal Court  
375 South High Street  
Columbus, OH 43215  
Contract: Brad Laver 614.645.2544  
laverb@fcmcclerk.com

Quote: FCMCOH20150805  
Date: August 5, 2015  
Valid through: November 3, 2015

Project: **Conversion of Word Perfect Forms into Word Forms**

JST02092013

Item	Estimated Hours	Hourly Rate	Estimated Total
<b>PROFESSIONAL SERVICES</b>			
1.1 Services	100	\$155	\$15,500
Professional Services	100		\$15,500

**Estimated Baseline Project Total, excluding applicable taxes: \$15,500**

Accepted: _____	Date: _____
<i>Print Name / Signature</i>	

**Scope of Work**

- CJS will provide project management services to schedule and coordinate the work to be performed by CJS.
- CJS will provide technical services to convert Word Perfect forms to MS Word forms. We will convert the number of forms we can complete

**Notes**

- 1 Quotation must be signed and returned with a purchase order to schedule project.
- 2 CJS has made this estimate based upon an assumption that, on average, eight (8) forms per hour can be converted.
- 3 Professional Services quoted are at a time and materials effort. Actual effort, costs and expenses may be less than or greater than those estimated. Customer shall have no obligation to pay CJS more than the estimated price. CJS shall have no obligation to provide labor or incur costs or expenses having a combined value more than the estimated price, even if the services have not been completed or the deliverables delivered, or the results expected by the Customer have not been achieved. The parties may by mutual, written agreement, increase the estimated price.
- 6 If project is cancelled prior to completion, all costs related to effort expended through the date of cancellation will be due and payable.
- 6 CJS will invoice monthly in arrears for actual services rendered.
- 7 Payment term is net 30 days from invoice date.
- 8 Customer will make available all resources requested by CJS for assistance.
- 9 Delays caused by Customer site or configuration issues may require rescheduling and/or Change Order for additional services and related travel costs.
- 11 Customer is responsible for the host environment including all required licenses, hardware, network and third party software components and configuration as well as providing remote access to the application to CJS staff.
- 12 Form changes will be made using MS Word 2010.
- 13 All services are to be provided remotely. Should travel be requested or deemed to be required, a separate Change Order for estimated travel costs and travel time will be provided.