



Statement of Services Change Order Authorization

PS Project Name: Case File Scanning Project

MSSA Data (if Applicable): Not Applicable

Change Order Number: 001

This Statement of Services Change Order Authorization (“COA”) is made and entered into by and between **Toshiba America Business Solutions, Inc. (“TABS”)**, including its division **Toshiba Business Solutions (“Contractor”)**, located at 25530 Commercentre Drive, Lake Forest, CA 92630, and **[CUSTOMER]**, located at _____ (“CUSTOMER ADDRESS”), collectively “parties”. This COA is hereby incorporated by reference into the Statement of Services (“SOS”) between the Parties as of the Effective Date below. This COA shall continue in effect until the termination or expiration of the SOS, unless sooner terminated in accordance with the terms of the SOS or as indicated herein. Parties agree that this COA hereby amends and/or modifies the referenced SOS as follows:

Effective Date:	
Purpose of Change:	
Change Description (if attachments are necessary, please number sequentially as Appendices) Customer would like to amend preapproved SOW to add the following services: <ul style="list-style-type: none">• Approximately 793 boxes contain CCH and CJIS documents. These two types of documents should not be scanned.• Each document found needs to be identified, pulled and set aside not to be converted.• To accomplish this, it will take approximately thirty-five (35) minutes (labor) per box to identify such documents and exclude them from the scanning conversion process. Invoices related to this project will reflect a separate line item indicating the total hours incurred to accommodate this change each month until completion of the project. The line item will be billed according to TIBS schedule charges “EDM0403 – ADDITIONAL PREP LABOR being \$45.00 per hour for approximately 793 boxes in an amount not to exceed Twenty-Two Thousand Dollars (\$22,000.00). ”	
Pricing:	
Facsimile and electronic signatures shall have the same effect as written signatures	
The Parties have caused this COA to be executed and each individual whose signature appears below hereby warrants that they are duly authorized to execute this COA on behalf of the Party they represent:	
TOSHIBA	CUSTOMER
Printed Name:	Printed Name:

TOSHIBA

Signature:		Signature:
Title:		Title:
Date:		Date: