



DocuSign, Inc.
221 Main Street, Suite 800
San Francisco, CA 94105

Offer Valid Through: Jan 16, 2026
Prepared By: Will Petry
Quote Number: Q-01899613

ORDER FORM

Address Information

Bill To:

City of Ocala - Procurement & Contracting
110 SE Watula Avenue
City Hall, Third Floor,
Ocala, FL, 34471
United States

Ship To:

City of Ocala - Procurement & Contracting
110 SE Watula Avenue
City Hall, Third Floor,
Ocala, FL, 34471
United States

Billing Contact Name:

Megan Dugan

Billing Email Address:

mdugan@ocalafl.gov

Billing Phone:

352.629.8563

Shipping Contact Name:

Megan Dugan

Shipping Email Address:

mdugan@ocalafl.gov

Shipping Phone:

352.629.8563

Order Details

Order Start Date: Jan 27, 2026

Order End Date: Jan 26, 2027

Billing Frequency: Annual

Payment Method: Check

Payment Terms: Net 30

Currency: USD

Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Business Pro for State and Local Government - Envelope	SUB-3671124-1	Jan 27, 2026	Jan 26, 2027	1,000	\$ 4,930.00
Premier Support - eSign	SUB-3671124-1	Jan 27, 2026	Jan 26, 2027	1	\$ 739.50

Grand Total: \$5,669.50

Product Details

eSignature Envelope Allowance: 1,000

Overage/Usage Fees

eSignature Business Pro for State and Local Government - Envelope: \$7.20

Order Special Terms

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/legal/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docusign.com/legal/terms-and-conditions/msa-service-schedules>.

Customer Data uploaded into a Docusign eSignature Government Product will be hosted within Docusign's FedRAMP Moderate authorized boundary. "FedRAMP" means the Federal Risk and Authorization Management Program.

Docusign eSignature Government Products include features and functionality that allow Customers to connect to other Docusign products or to third-party products or services for interoperability purposes. Interoperability refers to multiple computer systems that are connected in a manner that allows them to exchange information. These features are disabled by default but can be enabled by Customer request. Customers may also use "connectors" to connect Docusign eSignature Government Products to other systems to exchange information. For example, a Docusign/Salesforce Connector can be used to connect Docusign eSignature Government Products to a Salesforce product so that information may be exchanged between the two connected systems.

If Customer chooses to connect Docusign eSignature Government Products to any other Docusign product or to any third-party products or services, Customer authorizes Docusign to export Customer Data outside of Docusign's FedRAMP Moderate authorized boundary for the processing and use of Customer Data by Customer, Docusign, and/or such third parties (as applicable). For clarity, where Customers connect Docusign eSignature Government Products with any other products or services (including but not limited to by use of Payments, Comments, Connector or Agreement Action functionality), Docusign disclaims all liability for FedRAMP control compliance or Customer's obligations relating to Customer Data exported from Docusign's FedRAMP Moderate authorized boundary.

If Customer is provisioned a demo or sandbox account (a "Sandbox Account") Customer's use of that Sandbox Account is conditioned on the following: Customer acknowledges and is aware that the Sandbox Account is a demo account and may or may not be within the

applicable FedRAMP environment. Customer will not input Controlled Information, Covered Defense Information, Personally Identifiable Information, or any other sensitive or confidential information in the Sandbox Account during the Term.

Billing Information

Prices shown above do not include any sales, use, value added (VAT), goods and services (GST), and/or any other similar taxes, duties, levies and or charges of any nature that might be imposed or required to be collected (collectively "taxes") by Docusign. Any such taxes are the responsibility of the Customer and will appear on the final invoice(s), as applicable. Taxes are calculated based on the ship-to location listed on your order form.

Invoice(s) for this order will be emailed automatically from invoicing@erp.docusign.com.

Please make sure this email address is on an approved setting or safe senders list, so notifications do not go to a junk folder or get caught in a spam filter.

For U.S. Customers

Is the contracting entity exempt from sales tax?

Please select Yes or No:

Docusign, Inc. uses Avalara's CertExpress to securely collect digital exemption certificates.

When selecting "Yes" for tax exemption, a link will be sent to the Bill-To contact listed on this order form to submit your tax exemption certificate through CertExpress.

For other tax exemption requests, please email the applicable tax exemption documentation to taxexempt@docusign.com.

Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select:

By marking "No", Customer agrees to process payment for any invoices issued pursuant to this Order Form without a PO Number.

If yes, please complete the following information, and attach your PO (if available), and the invoice will be issued referencing such PO Number:

PO Number:

Please attach PO Attachment here:

If “Yes” is marked, but a PO Number is not provided or a PO document is not attached, then Customer agrees to provide the PO information or PO document to Docusign at its earliest convenience by sending to POSubmission@docusign.com referencing this Quote Number, but agrees to still process payment per the agreed upon terms.

If Customer has attached a PO (or other document) to this Order Form, Customer acknowledges and agrees that any additional or conflicting terms appearing in such PO (or any other document) are invalid.

The below signatories are authorized, on behalf of their respective Parties, to execute this Order Form and to agree to the terms herein as of the Order Start Date.

Customer

Signed by:
Signature: *Peter Lee*
5BB28E162F2E4C2...

Name: Peter Lee

Job Title: City Manager

Date: 12/19/2025

Docusign, Inc.

Signed by:
Signature: *Jeanne Omura*
E10E5C79664C45C...

Name: Will Payne Omura

Job Title: Revenue Operations,

Date: December 22, 2025

DS
RG

Approved as to form and legality:

Signed by:
William E. Sexton, Esq.
4A55AB8A8ED04F3...
William E. Sexton, Esq.

City Attorney

Certificate Of Completion

Envelope Id: 398BFD2A-8556-4C30-8937-987ECF520040	Status: Completed
Subject: [Docusign] Request for eSignatures: City of Ocala - Procurement & Contracting	
EnvelopeType:	
Template Name:	
Region:	
Resource Last Name:	
Resource Name:	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 5	Initials: 1
AutoNav: Enabled	
Envelopeld Stamping: Enabled	
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	Envelope Originator: Will Petry 221 Main Street Suite 1000 San Francisco, CA 94105 will.petry@docusign.com IP Address: 209.112.107.133

Record Tracking

Status: Original 12/22/2025 3:14:54 PM	Holder: Will Petry will.petry@docusign.com	Location: DocuSign
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Signer Events

Roxana Galvez
Roxana.Galvez@docusign.com
Contract Specialist
DocuSign, Inc.
Signing Group: AOR
Security Level: Email, Account Authentication (None), Login with SSO

Electronic Record and Signature Disclosure:
Accepted: 12/19/2025 2:01:05 PM
ID: 6b32adbb-3699-405b-8d37-1fa81ff0ec24

Jeanne Omura
jeanne.omura@docusign.com
Revenue Operations,
DocuSign, Inc.
Signing Group: AOA
Security Level: Email, Account Authentication (None), Login with SSO

Electronic Record and Signature Disclosure:
Accepted: 12/22/2025 4:24:57 PM
ID: 0897c652-932c-4065-ac51-2c6bdb246b98

Signature

Signature Adoption: Pre-selected Style
Using IP Address: 107.131.105.131

Signed by:
Jeanne Omura
E10E5C79664C45C...

Signature Adoption: Pre-selected Style
Using IP Address: 12.202.171.35

Timestamp

Sent: 12/22/2025 3:15:45 PM
Viewed: 12/22/2025 3:52:47 PM
Signed: 12/22/2025 3:53:24 PM

Sent: 12/22/2025 3:53:26 PM
Viewed: 12/22/2025 4:26:23 PM
Signed: 12/22/2025 4:26:30 PM

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Carbon Copy Events	Status	Timestamp
Megan Dugan mdugan@ocalafl.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div>COPIED</div>	Sent: 12/22/2025 4:26:31 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/22/2025 3:15:51 PM
Certified Delivered	Security Checked	12/22/2025 4:26:23 PM
Signing Complete	Security Checked	12/22/2025 4:26:30 PM
Completed	Security Checked	12/22/2025 4:26:31 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, DocuSign, Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact DocuSign, Inc.:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by paper mail, please send correspondence to:

DocuSign, Inc.
221 Main St.,
Suite 1000
San Francisco, CA 94105

To advise DocuSign, Inc. of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at and in the body of such request you must state: your previous e-mail address, your new e-mail address. Please reach out to the sender of the envelope if you want to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

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Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)

PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify DocuSign, Inc. as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by DocuSign, Inc. during the course of my relationship with you.