Invoice

1st Class Office Solutions, LLC.

713 N Hogan St
Spokane, WA 99202-2832

Phone #	Date	Invoice #
5094667575	1/1/2022	22773

Bill To

City of Okanogan
PO Box 752
Okanogan WA 98840

Ship To

City of Okanogan
120 3rd Ave
Okanogan, WA 98840

ID #	Ordered by	P.O. No.	terms	Ship Date	Ship Via
			Due on receipt	1/1/2022	Federal Express

Item	Description	Rate	Est Qty	Amount
Contract NASPO	Start Date: 2/1/2019 End Date:1/31/2019 1st year free NASPO Contract	0.00		0.00
Contract NASPO	Start Date: 02/01/2021 End Date: 01/31/2022	0.00		
Contract NASPO	Start Date: 02/01/2022 End Date: 01/31/2023 1 year maintenance on DS63 2.5	952.00		952.00T

RECEIVED
JAN 05 2022
CITY OF OKANOGAN
PO Box 752 / 120 3rd Ave N
OKANOGAN WA 98840

It's been a pleasure working with you!

Sales Tax (8.3%)	$79.02
Payments/Credits	$0.00
Balance Due	$1,031.02

1st Class
Office Solutions, LLC.
3016 E Queen Ave, Spokane WA
Phone: 509-466-7575 Fax: 509-466-2601

Service Contract

1. This contract agreement is between "Customer" stated below and "1st Class Office Solutions, LLC." This contract covers the equipment and time period stated.

2. 1st Class Office Solutions, LLC. OBLIGATION HEREUNDER SHALL INCLUDE; providing periodic preventative maintenance inspections and diagnostic checks on the machine(s), and all unscheduled service required including parts (unless specifically excluded), labor, and travel to keep your equipment operating within factory specifications.

3. Any in-warranty parts or labor provided by 1st Class Office Solutions, LLC. under a warranty made by the manufacturer shall be provided pursuant to the terms and conditions of said warranty and not pursuant to this agreement.

4. Service shall be performed during 1st Class Office Solutions, LLC. Usual business hours, however, service when and if available after 1st Class Office Solutions, LLC. Usual business hours and on Saturdays, Sundays and holidays, shall be charged at 1st Class Office Solutions, LLC. Then current maintenance rate OF $185.00 per hour for labor, travel, and expenses in addition to any charge paid by the Customer hereunder.

5. If the machine(s) is regularly used more than one (1) shift or personnel, "the charge set forth herein shall be increased by fifty (50) percent for each additional shift regularly using the machine.

6. 1st Class Office Solutions, LLC. OBLIGATION HEREUNDER SHALL NOT INCLUDE service required due to accident, misuse, negligence, specification changes, use of supplies not meeting equipment specifications as deemed by 1st Class Office Solutions, LLC., or causes other than normal use, or any service in connection with attachments to, or alterations of the machine(s).

7. The condition of the equipment will be inspected and reviewed annually and this contract renewal will be at the discretion of 1st Class Office Solutions, LLC.

8. Any parts supplies hereunder shall be free from manufacturing defects in material and workmanship under normal use for a period of ninety (90) days. This warranty does not apply to any part that has been tampered with or repaired by persons other than a person authorized by 1st Class Office Solutions, LLC. to perform service on the machine(s) or if the part has been subjected to misuse or abuse.

9. Termination of Contract - There is no pro-ration or refund on contracts cancelled prior to agreed contract term except to the following; if 1st Class Office Solutions, LLC. fails to make equipment perform to product specifications, a refund of the service contract will be granted to the customer.

Company: CITY OF OKANOGAN Location: 120 3RD AVE OKANOGAN WA 98840

Equipment Covered: SEE INVOICE #22773

Period Covered: 02/01/2022 Through: 01/31/2023 Cost: $952.00

PLEASE SIGN, DATE, CHECK THE APPROPRIATE BOX AND RETURN CONTRACT TO OUR OFFICE

Customer Signature:_____ **Date:**_____

☐ **Accept** ☐ **Decline**

Reminder: Please remember to return the enclosed invoice back with this form, or reference the invoice number to update your account information more efficiently.