

Order Form

Date: 2025-05-02

Order Valid Through: 2025-06-30

Order Form for Perris Union High School District

Ship to Information

Entity Name: Perris Union High School District

Address: 155 E 4th Street

City: Perris

State/Province: California

Zip/Postal Code: 92570

Country: United States

Shipping Contact

Name: Sylvia. Hinojosa

Email: sylvia.hinojosa@puhsd.org

Phone:

Billing Information

Billing Frequency: Annual Upfront + Transaction

Billing Frequency Term:

Payment Terms: Net 30

Year 3

| Ref | Description | Start Date | End Date | Invoice | Metric | Qty | Price | Amount |
|-----|---------------------|------------|------------|-----------|------------|-----|---------------|---------------|
| S2 | Transcript Services | 2027-07-01 | 2028-06-30 | Recurring | Enrollment | 1 | USD 31,578.78 | USD 31,578.78 |

| Year 3 Transaction Pricing: | | | | |
|-----------------------------|-------------------------|------------|------------|-------------|
| Reference | Description | Start Date | End Date | Price |
| T4 | Transcript Services TPO | 2027-07-01 | 2028-06-30 | USD \$12.75 |
| S2 | Transcript Services | 2027-07-01 | 2028-06-30 | USD \$4.65 |

| Billing Summary | | | |
|-----------------|----------------------|-----------------|----------------------|
| Segment | Recurring | Non-Recurring | Total |
| Year 1 | USD 28,015.00 | USD 0.00 | USD 28,015.00 |
| Year 2 | USD 29,791.30 | USD 0.00 | USD 29,791.30 |
| Year 3 | USD 31,578.78 | USD 0.00 | USD 31,578.78 |
| Total | USD 89,385.08 | USD 0.00 | USD 89,385.08 |

| Reference | Products | Description |
|-----------|---------------------|--|
| S2 | Transcript Services | Learner Type: Current Only Delivery Method: Digital Only Financing Option: Subscription - Recurring |
| S2 | Transcript Services | Learner Type: Alumni Only Delivery Method: Parchment Print and Digital Financing Option: Transaction - Requestor Pay |

Quote Special Terms

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

Payment Terms - Renewal Order Form: In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

Payment Processing Fee: Subject to limitations and prior written approval of Instructure, Customer can add a surcharge to each credential request as a method of cost recovery for some or all of Customer's fees, or an auxiliary revenue source. Due to the processing fees assessed by Instructure's credit card processing vendor, there will be a 20% processing fee on all credit card (including debit) charges in excess of the credential request fee. Instructure will remit to Customer any surcharges (less any processing fees on a monthly basis, no later than 45 days following the end of each calendar month).

Overages: The annual subscription fee is non-refundable, and any credential requests included within the subscription must be used within each annual period of the Term. If the cumulative number of credential requests during an annual period exceeds the subscription's credential request limit, Customer will be charged an overage fee for each additional credential request at the rates specified in the applicable Order Form ("Overage Fee"). Instructure reserves the right to apply an additional charge of up to 10% on any Overage Fees. Overage Fees, including any additional charges, will be invoiced by Instructure monthly in arrears for the remainder of the then-current subscription period.

Terms and Conditions

Governing Terms: This Order Form shall be governed by the Master Terms and Conditions which can be found here:

<https://www.instructure.com/policies/mastertermsconditions>

Conflict Clause: In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

| PURCHASE ORDER INFORMATION | TAX INFORMATION |
|---|--|
| Is a Purchase Order required for the purchase or payment of the products on this order form? Please Enter (Yes or No): | Check here if your company is exempt from US state sales tax: |
| If Yes, please enter PO Number: | Please email all US state sales tax exemption certifications to ar@instructure.com |

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Perris Union High School District

Signature: _____

Name: Sylvia. Hinojosa

Title: Director of Purchasing

Date: _____

Instructure, Inc. (USA/CAN)

Signature: _____

Name: Deal Desk

Title: _____

Date: _____

In Process

Certificate Of Completion

| | | |
|---|---------------|-----------------------------|
| Envelope Id: 2CDBD195-E57D-4B9C-A782-0F41BBDC798A | | Status: Sent |
| Subject: Instructure - Perris Union High School District Contract for Signature | | |
| Source Envelope: | | |
| Document Pages: 3 | Signatures: 0 | Envelope Originator: |
| Certificate Pages: 4 | Initials: 0 | Linda Silva |
| AutoNav: Enabled | | 6330 S 3000 E Ste 700 |
| Envelopeld Stamping: Enabled | | Salt Lake City, UT 84121 |
| Time Zone: (UTC-07:00) Mountain Time (US & Canada) | | linda.silva@instructure.com |
| | | IP Address: 209.112.107.133 |

Record Tracking

| | | |
|---------------------|-----------------------------|--------------------|
| Status: Original | Holder: Linda Silva | Location: DocuSign |
| 5/2/2025 2:53:29 PM | linda.silva@instructure.com | |

Signer Events

| Signature | Timestamp |
|--|-----------------------------|
| Sylvia. Hinojosa | Sent: 5/2/2025 2:53:31 PM |
| sylvia.hinojosa@puhsd.org | Viewed: 5/2/2025 2:54:12 PM |
| Director of Purchasing | |
| Perris Union High School District | |
| Security Level: Email, Account Authentication (None) | |

Electronic Record and Signature Disclosure:

Accepted: 5/2/2025 2:54:12 PM
ID: 918ce468-b5f1-491c-8739-9fdff02392b9

Deal Desk
orders@instructure.com
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Accepted: 5/2/2025 1:48:55 PM
ID: d8856bb6-9180-4aa6-b856-1c78332c212c

In Person Signer Events

| Signature | Timestamp |
|------------------------|-----------|
| Editor Delivery Events | Timestamp |

| Status | Timestamp |
|-----------------------|-----------|
| Agent Delivery Events | Timestamp |

| Status | Timestamp |
|------------------------------|-----------|
| Intermediary Delivery Events | Timestamp |

| Status | Timestamp |
|---------------------------|-----------|
| Certified Delivery Events | Timestamp |

| Status | Timestamp |
|--------------------|-----------|
| Carbon Copy Events | Timestamp |

| Signature | Timestamp |
|----------------|-----------|
| Witness Events | Timestamp |

| Signature | Timestamp |
|---------------|-----------|
| Notary Events | Timestamp |

| Status | Timestamps |
|-------------------------|------------|
| Envelope Summary Events | Timestamps |

| | | |
|---------------|------------------|---------------------|
| Envelope Sent | Hashed/Encrypted | 5/2/2025 2:53:31 PM |
|---------------|------------------|---------------------|

| Status | Timestamps |
|----------------|------------|
| Payment Events | Timestamps |

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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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 your DocuSign account. 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 your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account 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 Instructure, 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 email send messages to: ashley@instructure.com

To advise Instructure, 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 ashley@instructure.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you 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 DocuSign.

To request paper copies from Instructure, Inc.

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to ashley@instructure.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Instructure, Inc.

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to ashley@instructure.com and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number.

We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

| | |
|----------------------------|--|
| Operating Systems: | Windows2000 or WindowsXP |
| Browsers (for SENDERS): | Internet Explorer 6.0 or above |
| Browsers (for SIGNERS): | Internet Explorer 6.0, Mozilla FireFox 1.0, NetScape 7.2 (or above) |
| Email: | Access to a valid email account |
| Screen Resolution: | 800 x 600 minimum |
| Enabled Security Settings: | Allow per session cookies Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection |

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

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 access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- 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 Instructure, 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 Instructure, Inc. during the course of my relationship with you.

In Process