

Managed Print Services Agreement

Agreement No. KOS-24-0317 | Effective Date: March 1, 2024

Provider	Customer
Keystone Office Systems, Inc. 4100 Industrial Rd, Suite 200 Harrisburg, PA 17110	Brightline Painting LLC 22 Water Street York, PA 17401

1. Equipment and Services

- 1.1 Provider will place one (1) Canon imageRUNNER ADVANCE DX C3930i multifunction copier (the "Equipment") at Customer's office and provide service, parts, labor and toner for it.
- 1.2 Service calls are answered during business hours, Monday to Friday, 8:00 a.m. to 5:00 p.m. Eastern. Provider will use reasonable efforts to respond within eight (8) business hours.

2. Term

- 2.1 This Agreement starts on the Effective Date and runs for an initial term of thirty-six (36) months (the "Initial Term").
- 2.2 **Automatic renewal.** At the end of the Initial Term, this Agreement will renew automatically for successive twelve (12) month renewal terms unless either party gives written notice of non-renewal at least ninety (90) days before the end of the then-current term.

3. Fees and Billing

- 3.1 Customer will pay a base fee of **\$389.00 per month**, billed monthly in advance. The base fee includes 5,000 black-and-white pages and 1,000 color pages per month.
- 3.2 Pages above the included amounts are billed quarterly in arrears at \$0.0120 per black-and-white page and \$0.0650 per color page.
- 3.3 Invoices are due thirty (30) days after the invoice date. Late balances accrue a late charge of 1.5% per month.

4. Price Adjustments

4.1 On each anniversary of the Effective Date, Provider may increase the base fee and per-page rates by up to seven percent (7%) per year. Provider will show any increase on the first invoice after the anniversary.

4.2 Rates for any renewal term are Provider's then-current rates unless the parties agree otherwise in writing.

5. Termination

5.1 Either party may end this Agreement for a material breach that is not fixed within thirty (30) days after written notice.

5.2 **Early termination.** If Customer ends this Agreement before the end of the then-current term for any reason other than Provider's uncured breach, Customer will pay an early termination fee equal to seventy-five percent (75%) of the base fees remaining for that term.

6. Return of Equipment

6.1 When this Agreement ends, Customer will make the Equipment available for pickup within thirty (30) days. Provider charges a \$250.00 pickup and freight fee.

6.2 Before pickup, Provider will wipe the Equipment's hard drive for a fee of \$150.00 and give Customer a certificate of data removal. Customer may instead keep the hard drive for a fee of \$300.00.

7. Notices

7.1 All notices under this Agreement, including notice of non-renewal, must be in writing and sent by certified mail, return receipt requested, to the addresses in this Agreement. Notice by email does not count as written notice under this Agreement.

7.2 A notice is effective on the date it is received.

8. Insurance and Risk of Loss

8.1 Customer is responsible for loss of or damage to the Equipment while it is at Customer's office, other than normal wear and tear, and will keep it insured.

9. General

9.1 This Agreement is governed by the laws of the Commonwealth of Pennsylvania.

9.2 This Agreement is the entire agreement between the parties and can only be changed in a writing signed by both parties.

KEYSTONE OFFICE SYSTEMS, INC.

By: Dana Whitfield (signed)

Title: Account Manager

Date: February 20, 2024

BRIGHTLINE PAINTING LLC

By: Sam Ortega (signed)

Title: Owner

Date: February 22, 2024

Sample document for Stepthrough lessons. Keystone Office Systems, Brightline Painting and every person named here are made up.