

Corporate Headquarters: Essar House Muguga Green, Westlands P. O. Box 49872 GPO 00100 Nairobi, Kenya

Phones: +254 020 3970000 / 0755 397000 Fax No: +254 020 554249 / 652276 Email: Info@copycatltd.com Website: www.copycatltd.com

PIN No : P000597676Q VAT No: 0013088G QMF/05-03/SC/02:02

Bill To: Miathene Secondary School EMB EMBU 71 EASTERN

EMBU 71 EASTERN KENYA

Terms

SNo.

**IMMEDIATE** 

Due Date Salesperson 03-Jul-2015 Njau, Mrs. Ba

Njau, Mrs. Bancy Wangui

Contact Name

Remit To:

**KENYA** 

Ship To:

KENYA

Bank Code: 31

SBICKENX KENYA

CFC Stanbic Bank Limited

KES A/C: 0100000110846

USD A/C: 0100000110854

BRANCH: CHIROMO ROAD

M-PESA PAYBILL NO.966600

BRANCH CODE: 007 SWIFT CODE:

Notes:

Item Description SERVICE CONTRACT CHARGES FOR THE PERIOD 01/05/2015 TO 30/04/2016 RISO COPYPRINTER MODEL: EZ201 S/NO 7667458 Q82258 Qty Unit PriceVA<sup>-</sup> 1 23,000.0016

Miathene Secondary School

**EMBU 71 EASTERN** 

Unit Price VAT Rate % VAT Amount 23,000.0016 3680

TAX INVOICE

Number

268469

Date

03-Jul-2015

Purchase Order Number

CONTRACT

Customer Number

4007

Order Number

217939

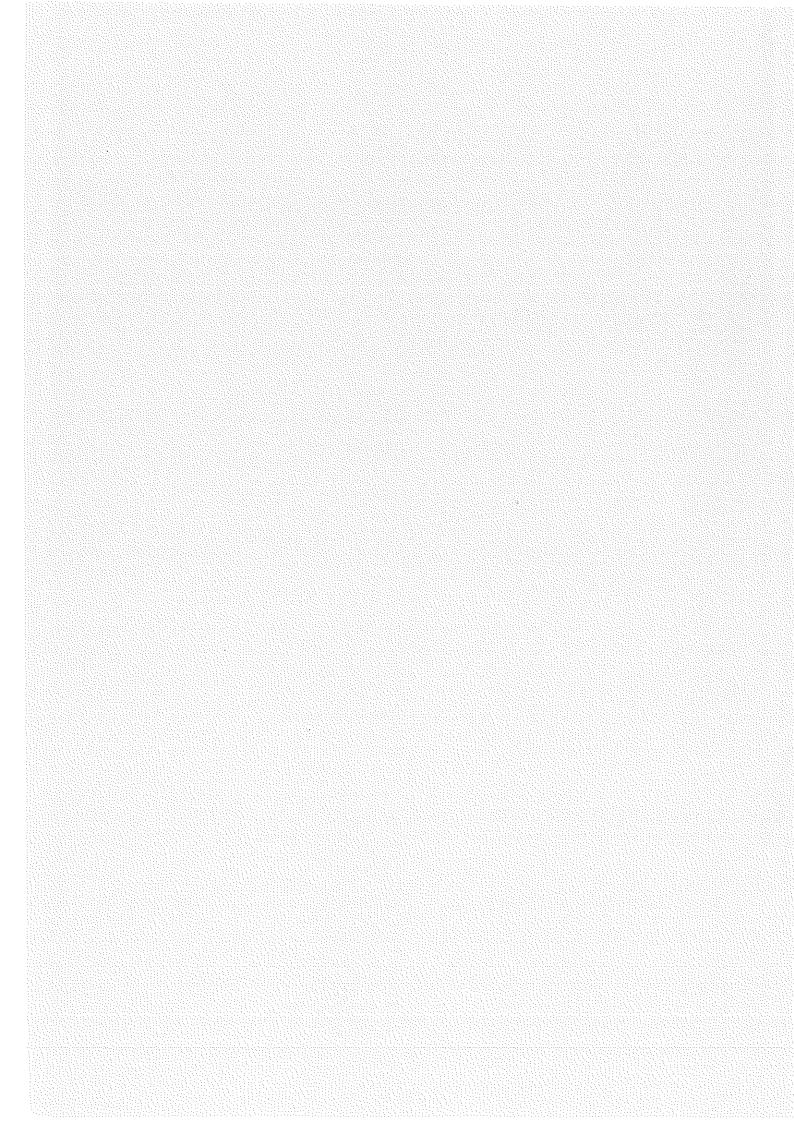
Net Amount 23,000.00

Currency

KES

For Questions or comments concerning this invoice please contact Collections Department: Telephone; +254 020 3970304/187/168/148 email address: collections@copycalltd.com

Goods remain the property of Copy Cat Limited Until fully paid for





# SERVICE LEVEL AGREEMENT

<u>FOR</u>

# **OFFICE AUTOMATION EQUIPMENTS**

**EFFECTIVE DATE** 

1<sup>57</sup> MAY 2015 TO 30<sup>TH</sup> APRIL 2016

BETWEEN

**MIATHENE BOYS HIGH SCHOOL** 

AND

THE COPY CAT LIMITED
Corporate Headquarters: Essar House
Muguga Green, Westlands
P. O. Box 49872 GPO 00100
Nairobi, Kenya
Phones: 3970000 / 0755397000

Fax No: 554249 / 652276 Email: info@copycatitd.com Website: <u>www.copycatitd.com</u>

Customer Support: helpdesk@copycatltd.com

CSS/CM-CM/05-15/086



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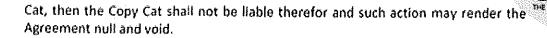


property or injury to persons is caused by the negligence of Copy Cat and/or its personnel in the performance of its obligation under this Agreement.

- 5. Save where expressly provided for by law, Copy Cat shall not be required to complete safety tests, install new devices or make modifications to any equipment to comply with recommendations or directives of insurance companies, governmental bodies, or for other reasons.
- 6. Copy Cat will respond to calls on site within city limits (35 Km radius) of our Branch networks within 2 (Hours) from call Log-in-time and restore the Equipment within 6 (Hours) from the Log-in-time. However the restoration time will not be applicable should the equipment fail to perform due to Power supply, spare parts, and network issues or at the Subscriber's premises unless the same is as a consequence of circumstances out of the Subscriber's control.
- 7. Copy Cat shall perform an initial inspection on all the equipment covered by this Agreement. This Agreement shall after the said inspection pre-suppose that all equipment covered hereunder are in satisfactory working condition. Any equipment found in need of repairs upon initial inspection or initial seasonal start-up will be reported to the Subscriber immediately accompanied by a written estimate stating the cost of repairs.
- 8. Costs of travel, accommodation and mileage is not covered under this contract and will be charged at agreed rates.
- 9. When, in the opinion of Copy Cat, a workshop overhaul is deemed necessary because the Equipment can no longer be maintained in a satisfactory working condition as provided for under this Agreement a cost estimate for the proposed overhaul will be submitted by Copy Cat to the Subscriber. Such overhaul if authorized by the Subscriber, shall take a maximum of 48 hours to restore. Should the Subscriber not approve the estimate, Copy Cat will return the Equipment to the Subscriber without repairs.
- 10. Should the Subscriber change the location of the equipment, it will be its responsibility to inform Copy Cat of such change to ensure continuity in the provision of the maintenance service. No rebate will be allowed for incomplete maintenance due to equipment location changes. A location change may require a variation in maintenance charges as shall be agreed upon by the parties.
- 11. Copy Cat reserves the right to vary the maintenance rates for subsequent terms of this Agreement upon giving the Subscriber a 60 days' written notice before Renewal of the Agreement. Such variation shall be made in consultation with the Subscriber and should the parties fall to agree the Subscriber shall be at liberty not to renew the Agreement.
- 12. The Subscriber hereby agrees that no unauthorized repairs or attempted repairs of the equipment shall be made by the Subscriber's employees, agents, or by third parties. In the event that such unauthorized repair or attempts to repair, or use of spares / Consumables are made by sources other than those recommended by Copy

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- 13. All parts which are removed from the equipment and for replacement shall become the property of the Subscriber save for spare parts replaced under warranty.
- 14. This agreement creates an undertaking between the parties to guarantee a reciprocal non-poaching responsibility not to employ, partner, and contract or engage each other's employees, officers and/or directors.
- 15. This Agreement is not transferable by either party without the written consent of the other party.
- 16. This Agreement shall be construed in accordance with the Laws of Kenya.
- 17. Any dispute arising out of or in connection with this Agreement shall be subject to discussion for purposes of resolving, by respective authorized representatives of both parties. Should such discussions fail to provide a solution within 30 days, the dispute shall be referred to arbitration by a single arbitrator to be appointed by agreement between the parties or in default of such agreement within 14 days of the notification of a dispute, upon the application of any party to the dispute, to the Chairman for the time being of the Kenya Branch of the Chartered Institute of Arbitrators. Such Arbitration shall be conducted in accordance with the provisions of the Arbitration Act. No. 4 of 1995 Laws of Kenya) or any other statutory replacement or modification for the time being in force. To the extent permissible by Law, the determination of the Arbitrator shall be final and binding upon the parties

#### SERVICES PROVIDED

#### Hardware Problems

If the subscriber experiences performance problems with the Equipment, subscriber must notify Copy Cat Customer Support Department by telephone or email for verification of the problem(s) and to arrange for service of the equipment.

# **Software Updates**

Copy Cat will at its discretion periodically provide software updates at no additional cost to the Subscriber. The software updates may include modifications, program enhancements, bug fixes, and new features. This section will not be interpreted to require Copy Cat to either develop or release updates or customize the updates to satisfy the subscriber's particular requirements. The updates will not include any new products which Copy Cat decides to make generally available as a separately priced option.

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# **Operating System Support**

Copy Cat will provide the first level of assistance for routine questions about system administration and other operating system issues.

#### **Phone Support**

Phone assistance and support to evaluate and diagnose hardware or software issues will be available from 7.30 a.m. to 5.00 p.m. Monday to Friday, Saturdays 8.30 am to 12.00 pm, excluding Public holidays.

After hours emergency service rate will be charged at (Kshs. + vat Per hour) plus Transport Charges where applicable.

## **CONTACTS AND ESCALLATION LEVELS.**

**HELP DESK CONTACTS:** 

Phone 3970000

Cell: 0755-397000

Email: helpdesk@copycatitd.com

**TECHNICAL SUPPORT:** 

Phone: 3970218/19

Cell: 0756-777588/0756-777600 Email: <u>helpdesk@copycatitd.com</u>

**CUSTOMER CARE/CONSUMABLES** 

Phone: 3970205/3970217/3970108

Email: <u>Customercare@copycatltd.com</u>

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### SCHEDULE OF EQUIPMENT COVERED BY THIS AGREEMENT

EFFECTIVE DATE:	1 <sup>51</sup> MAY 2015 TO 30 <sup>1</sup> APR	New RC		
Machine Type and Model	Serial Number	Locations	Min. Yearly Charge, Payable Yearly in Advance 23,000.00	
RISO COPY PRINTER  MODEL: EZ 201	76674258 Q 82258	MERU		
		SUB TOTAL	23,000.00	
	VALUE	ADD 16%VAT	3,680.00	
(CONTRACT EFFECTIVE UPON FULL PAYMENT)		TOTAL	26,680.00	

### SERVICE SCHEDULE.

1st Schedule: May 2015-July 2015

2nd Schedule: August 2015- October 2015 3rd Schedule: November 2015 - January 2015 4th Schedule: February 2016- April 2016

#### **CUSTOMER AUTHORISATION**

You are hereby authorized to service the Equipment listed in accordance with the terms and conditions. A Maria

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(SUBSCRI	BER)				
Nome:	KIRI	160	m'	ERIC	JG0h
Position:	NE.BOX	<b>X</b> M	app	PL	****
Signature	, O, B		X=(1	9)	***
Official st	omp	JN 20	S E	- AVAILABERT - AT	
Dat€-€				`gregaji j	445

THE COPY CAT LTD

Name: PETER OMONDI

Position: BUSINESS HEAD-DIGITAL

Signature: .....

Official stamp: .....

Date: 1 June 2015 COPY CAT LTD. CORPORATE HEADQUARTERS ESSAR HOUSE / MUGUGA GREEN / WESTLANDS P. O. BOX 49872 GPO 00100, NAIROBI, KENYA Tel: 020 - 3970000/0755397300 Fax: 652276 www.copycatMd.com

ISSUE NO.1





THE COPYCAT LIMITED, MOMBASA P.O BOX 90678 GPO 80100 KAMPEE HOUSE, MOI AVENUE OPPOSITE GANJONI POST OFFICE,

TEL: 2024747/(040)2223847/2227636/2226256

FAX: 2229575

E-MAIL:ccimsa@copycatitd.com Branch manager: Charles omollo THE COPYCAT LIMITED, KISUMU P.O BOX 2099 ALONG OGINGA ODINGA STREET AND MOSQUE ROAD-OPPOSITE EABS &STANDARD CHARTERED BANK.

TEL:(057)2024259/2022180/

2021701/2020772 FAX: 2024334

EMAIL:cclkisumu@copycatitd.com Branch manager: Nixon Were

THE COPYCAT LIMITED, ELDORET
P.O BOX 2629
SUGARLAND PLAZA
TEL:(053)2030082
TEL/FAX: 2030063

email:ccleldoret@copycatitd.com Branch manager: Fredrick mwongela

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