April 28, 2020

Tuan Duong
Rimkus Consulting Group, Inc.
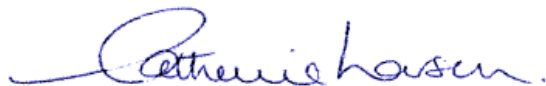Eight Greenway Plaza
Suite 500
Houston TX 77046
USA

Dear Tuan

ActiveDocs Professional Services Proposal

Thank you for your recent request for ActiveDocs Professional Services. Following is our quotation for services based on information you have supplied.

I will contact you over the next couple of days to follow up this proposal. However, in the meantime, please let me know if I can provide you with any further assistance or information. I look forward to hearing from you.

Kind regards

Catherine A Larsen
Senior Vice President of Sales, North America

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DOCUMENT AUTOMATION SOFTWARE

Proposal to

Rimkus Consulting Group, Inc.

ActiveDocs Professional Services

Proposal date:	April 28, 2020
Presented by:	Catherine A Larsen Senior Vice President of Sales, North America
Contact number:	1 913 888 3811
Issued to:	Tuan Duong
Expiry date:	May 28, 2020

Contents

1 Deliverables

Training

ActiveDocs will provide training services for Rimkus Consulting Group, Inc. to ensure that the skills and knowledge necessary to implement, support and maintain the ActiveDocs solution is retained in-house.

ActiveDocs Opus Designer – Training

Training will be provided for Template Designers who are required to create and automate templates to be used with the ActiveDocs Opus products. Training will be conducted online, and will comprise the topics outlined in "Appendix – ActiveDocs Opus Designer Training".

Prerequisites

• ActiveDocs Opus Designer trainees need to be proficient Microsoft Word users.

2 Professional Services Costs

The following costs are based on current requirements. Where additional services are required by Rimkus Consulting Group, Inc., ActiveDocs Limited will require that the services be scoped prior to submitting a quotation to Rimkus Consulting Group, Inc. for approval. No additional work outside of the services below will be undertaken by ActiveDocs Limited without the prior approval of Rimkus Consulting Group, Inc..

Description	Quantity	Unit	Unit Cost	Total
Designer Training	12	Hourly	$200.00	$2,400.00
Template Design Scaffolding	8	Hourly	$200.00	$1,600.00
Implementation Support	6	Hourly	$200.00	$1,200.00
Total Services				**$5,200.00**

Note: Services provided at your site will incur additional costs of travel, travel time, accommodation and related expenses in addition to the cost of the services. All additional expenses are billed directly.

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3   Terms and Conditions

Confidentiality

The information contained in this document, and in any associated documents, is confidential to Rimkus Consulting Group, Inc. and ActiveDocs Limited. It must not be disclosed to any third party other than with the consent of the disclosing party.

Responsibility

This proposal has been prepared from the information that Rimkus Consulting Group, Inc. has provided and, while ActiveDocs Limited has taken every care in preparing it, it is unable to accept any responsibility for any omissions or errors based on this information.

Pricing

All prices are quoted in US Dollars and exclude local taxes.

All pricing is subject to change. ActiveDocs reserves the right to make adjustments to pricing, products, and service offerings for reasons including, but not limited to, changing market conditions.

Cancelation/Postponement

Once scheduled work is confirmed ActiveDocs reserve the right to charge for any direct costs and scheduled services if the work is canceled or postponed. Services must be scheduled within one year following acceptance of this agreement.

Payment Terms

Payment of all invoices will be made within 30 days of invoice date. Late Payment fees of 5% of outstanding balance will be assessed on any account past due by 30 days.

Proposal Validity

This proposal is valid until May 28, 2020.

Software Assurance

ActiveDocs Software Assurance must be current for access to ActiveDocs support or services. Please note that pre-paid Support hours are provided only under a valid Software Assurance contract and are deemed to be in addition to Support time provided by Software Assurance. No access to pre-paid Support hours will be provided without a valid Software Assurance contract.

Rimkus Consulting Group, Inc. Acceptance

Signature

Name (printed)

Position

Date

Purchase Order

License Holder Name

License Holder Email

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Appendix 1 – ActiveDocs Opus Designer Training

This course provides participants with the knowledge and skills required to use ActiveDocs Opus Designer to create automated Templates. This course relies on hands-on, instructor led training.

Online Training

Online training classes will be delivered in sessions of four hours each, with a maximum of four participants per session. The number of classes would be determined based on your course requirements.

Onsite Training

Onsite training sessions run from 9:00 am to 5:00 pm, with a maximum of six participants per session. The number of training days would be determined based on your course requirements.

Pre-requisites

Participants must be competent users of Microsoft Word 2007 or higher and should already be able to:

- Modify the appearance of text using advanced font formatting
- Modify the layout of text using advanced paragraph and number formatting
- Create, modify and use simple styles
- Create and format simple tables

Each attending participant needs to have exclusive use of a computer, course manual, and exercise files.

Performance Based Objectives

Upon successful completion of this course, participants will be able to:

- Manage ActiveDocs Design Components
- Create, modify and test Templates
- Use ActiveDocs to add automation to Templates
- Make data from data sources available to Templates
- Apply rules and logic to drive document content
- Use complex Template design to simplify the document creation process
- Identify and resolve design issues

Course Topics

Overview of Designing Templates
- Analyse Templates for ActiveDocs automation

Introduction to ActiveDocs Designer
- Overview of Content Manager
- Overview of Design Tools

Managing Content
- Understand Content Manager functionality
- Work with Catalogs
- Manage Design Components
- Create and manage Templates
- Create and manage Template Sets
- Create and manage Design Item Sets
- Create and manage Snippets
- Create and manage Data Views
- Work with Categories
- Work with Deleted Items
- Work with Folders
- Working with Version Control
- Work with Document Finalization Workflows

ActiveDocs Help
- Use ActiveDocs Help
- Use online resources for more help

Template Automation
- Understand the Design Tools interface
- Create and use Groups and Active Fields
- Use the Wizards and Answer Files
- Link Active Fields to data
- Import Design Items
- Build, manage and apply calculations
- Build, manage and apply Rules
- Work with Snippets
- Work with Repeating Items
- Work with Selection Lists
- Work with Charts
- Set Template and document properties
- Use Design Item Sets
- Use advanced Template design techniques
- Use the Outlook connector

Designing Templates
- Create and edit ActiveDocs Templates
- Testing Templates
- Template Design Tips

Designer Troubleshooting
- Troubleshoot Templates

To complete the course, participants are required to participate in its full duration.

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