**Services Order Form**

# GENERAL INFORMATION

|  |  |
| --- | --- |
| **Date** | June 20, 2014 |
| **Client** | Cameron Singapore |
| **Client Project Manager** | Ron Goo / Yee-Ling Tan |
| **Phone / Fax** |  |
| **E-mail** | [Ron.Goo@c-a-m.com](mailto:Ron.Goo@c-a-m.com)  [Yee-Ling.Tan@c-a-m.com](mailto:Yee-Ling.Tan@c-a-m.com) |
| **Address for the quotation** | CAMERON (SINGAPORE) PTE LTD  NO. 2 GUL CIRCLE  JURONG INDUSTRIAL ESTATE  SINGAPORE 629560  Attention to Ron Goo |
| **Services Location** | Matricia Office |

# DELIVERABLES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Service Description** | **Estimated Days** | **Rate/Day**  **(Euro)** | **Value (Euro)** | **Responsible** |
| **1.** | Migration of the OnBase Workflow “Sales Contract Review” from Romania to Singapore | 3 | € 550.00 | € 1,650.00 | Catalin Olaru |
| **TOTAL** | | **3** |  | **€ 1,650.00** |  |
|  | |  |  |  |  |

# SERVICES DELIVERY DATES

|  |  |  |
| --- | --- | --- |
| **No** | **Service Description** | **Estimated Delivery Date** |
| **1.** | Migration of the OnBase Workflow “Sales Contract Review” from Romania to Singapore | 04.07.2014 **(Note[[1]](#footnote-1))** |

# DELIVERABLES DESCRIPTION

Below are described all the deliverables included in this SOF.

Any other deliverables and tasks that are not included in this document are considered out of scope.

1. **Migration of the OnBase Workflow “Sales Contract Review” from Romania to Singapore**

**Contact Details**

* IT Contact details: Ron Goo
* Business Contact details: Yee-Ling Tan

**Environment details**

* Singapore OnBase Application Server: SINPAPP09VM
* Singapore Onbase SQL Database: SINPDB01P

**Prerequisites**

* Remote access to Romania and Singapore OnBase environments
* SQL Backup for the Singapore SQL database will be performed by Cameron IT team before executing workflow import
* Active Directory support from Cameron IT team for workflow access configuration on Singapore environment

**Tasks for this deliverable**

* Export of “Sales Contract Review” OnBase workflow from Romania environment
* Import “Sales Contract Review” OnBase workflow on Singapore environment (**Note[[2]](#footnote-2))**
* Support for configuring permissions on SCR Workflow Queues for Singapore users:
  + Create the new necessary groups
  + Map the OnBase groups used in the Romanian setup to groups created on Singapore instance for this workflow

# INVOICING DETAILS

*All services are provided in accordance with Matricia Solutions standard terms & conditions.*

|  |  |
| --- | --- |
| **Additional Expenses to be invoiced** | Travel cost & time as above including airport transfers, taxis, accommodation, meals, reasonable communication cost |
| **Estimate of total value** | **This is an estimation for the project with the information we have so far available. Please consider a contingency of 10% that can be in plus or in minus in accordance with the project evolution and scope.** |
| **Payment terms** | **30 days from invoice date** |

# APPROVAL

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Cameron Singapore** |  | **MATRICIA SOLUTIONS** |
| **Name** | Ron Goo / Yee-Ling Tan | **Name** | Radu Cazacu |
| **Title** | IT Lead / Director IT APME | **Title** | Project Manager |
| **Signature** |  | **Signature** |  |

# Standard Terms and Conditions:

1. The Client is charged on an hourly basis, unless other terms have been agreed in advance in writing. Time is charged in half hour intervals at the given rate for the Consultant.
2. The hourly rate is determined according to the grade of the Consultant that performs the work. Charges to the Client are based on the individual work of each Consultant assigned to the Client’s projects.
3. In the event that any Consultant shall be specifically required by the Client to perform work at any time outside the hours of 9:00 a.m. and 6:00 p.m. Monday to Friday (excluding public holidays) the hourly charge rate for each hour any Consultant shall be so engaged shall be increased as follows;
   1. by fifty percent (50%) for any time engaged on any day between Monday to Friday, but excluding Public Holidays;
   2. by one hundred percent (100%) for any time engaged on any Saturday, Sunday or public holiday.
4. Out of pocket expenses (e.g. travel, meals, hotel) and other costs incurred that relate strictly to the project are invoiced separately.
5. Alternatively, the client may arrange to pay these directly to the third-party supplier or to immediately reimburse the Matricia Consultant upon production of receipts and justification of such expenses.
6. Invoices are issued on a monthly basis.
7. All invoices are payable with 30 (thirty) days.
8. Clients who require a detailed breakdown of each invoice should request this in advance of the project work and such request shall not affect the date on which payment is due.
9. Consultant hourly rates as stated in the Standard Consulting Rates schedule are exclusive of any Value Added Tax (VAT), taxes or any Governmental surcharge.
10. Matricia reserves the right to charge interest on late payments at a rate equal to 2 (two) times the local inter-bank interest rate.
11. In the event that the Client directly engages, employs or hires a Matricia Consultant or member of staff, the Client agrees to pay Matricia a “finder’s fee” of 50,000 EUR, or the local currency equivalent, within 30 (thirty) days of such engagement, employment or hiring.
12. The Client is at all times responsible for the proper functioning, administration security of the system, including the “backup” of data and software immediately prior to any work performed by Matricia. Matricia reserves the right to charge the Client to make “backup(s)” of the Client’s system. Matricia will not guarantee the integrity of the resulting “backup” made of the Client’s system.
13. Matricia declines all responsibilities for any direct or consequential damages that might arise as a result of the execution of its consulting services.
14. For those services cancelled less than 48 hours before performance, Matricia reserves the right to be compensated for 50% (fifty percent) of the requested services up to a maximum of 1,000 EUR.
15. Matricia reserves the right to charge the client for unproductive time if;
    1. the Client has not fulfilled the documented requirements or agreed-upon preparations,
    2. the Client cannot ensure all reasonable access to the system, as required by the consultant to complete their tasks (i.e. passwords),
    3. the inaccuracy of any input material
    4. the necessary client personnel are not available as planned
    5. the person of authority is not available to approve decisions or actions which may have a major impact on the system.

1. **This delivery date is dependent also on Cameron’s team tasks delivery dates and response time.**  [↑](#footnote-ref-1)
2. **SQL Backup for the Singapore SQL database will be performed by Cameron IT team before executing this task** [↑](#footnote-ref-2)