# LexisNexis Specification and Order Form Specification Number: {c\_proposal\_no}

**Client ID:** {c\_number} **Practice**: {client\_name}

**Address:** {c\_address}

Summary of Software and/or Services to be Provided under this Order

The software and/or services to be provided under this order are described in Attachment “A” to this Specification and Order Form.

Type of Order: {#has\_sales\_notes}

|  |  |  |
| --- | --- | --- |
| No. | Note | User |
| 1. {#sales\_notes} | {note\_content} | {note\_user}{/sales\_notes} |

{/has\_sales\_notes}

LexisNexis’ team is pleased to provide consulting on a fixed fee basis to attend to issues that relate to the effective use of {client\_name} Lexis Affinity. The nature of the work and number of hours allocated to complete the tasks is described in this form. This is the allowance only and is based upon a standard installation and a description of the requirements provided by {client\_name}. All hours worked will be billed on a LexisNexis professional fees basis.

All LexisNexis orders are subject to acceptance by two LexisNexis Managers. LexisNexis orders are payable before delivery. Full payment is required with the signed specification and order form. Freight, travel, media and out of pocket expenses are the responsibility of the client and will be billed separately. All systems, software and services are provided in accordance with the conditions set out in the LexisCare Service Arrangements booklet, reference number LSA0508, a copy of which has been provided to {client\_name}. and is available from the LocusCare Service Centre Web Site. By signing this specification and order form, the client acknowledges receipt and acceptance of the terms and conditions of the aforementioned LexisCare Service Arrangements.

Whilst the fees quoted in Attachment “A” and numbered {c\_proposal\_no} are valid until {expiry\_date}, prices are subject to change without notice.

Resources and Backup

The following resources are required for onsite work to ensure that the LexisNexis Solution Support Representative (SSR) can complete the agreed scope of work in a timely manner.

A suitable workstation and supervised network access within your offices, set up prior to the SSR’s visit.

A staff member of {c\_sol\_spec} who possesses knowledge of the scope of work to be addressed and has documented the requirements and collected all samples in preparation of this order, and who has the authority to sign-off on the work and/or authorise payment.

Before LexisNexis Staff commence any work on your system, {client\_name} must ensure that the Technical Staff of the practice have performed a complete backup of all software, data, documentation and other valuable information. {client\_name} must also ensure that the backup and restore processes have been tested to ensure that the system can be completely and quickly restored in the event of a hardware failure or other disaster conditions, regardless of the cause. LexisNexis takes no responsibility for being able to restore the client’s systems to their original operating state as it existed prior to the commencement of work or the costs associated with doing so.

Cancellation

All work is scheduled by agreement and signed off by the client. Cancellation of scheduled consulting work by the client on less then ten (10) working days' notice will incur a 100% fee if LexisNexis cannot re‑assign the staff involved to other client assignments. Changes to the Implementation Plan may require additional Project Management and/or consulting time related to rescheduling staff and producing a new Project Plan.

Fees Payable with Order: {total\_cost}, (exclusive of GST).

LexisNexis Representative: {c\_sol\_spec} Date: {expiry\_date}

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| CLIENT REPRESENTATIVE TO SIGN HERE | | | | |  |  |
| Signed for the client by: | ……………………………………………… | | | | Date: | ………………….. |
|  | |  | | | | |
| Staff Member’s Name: | {c\_sol\_contact} | | Title: | {c\_sol\_jobtitle} | | |
|  | | | | | | |
| LEXISNEXIS STAFF TO COMPLETE THIS SECTION WHERE APPLICABLE Order Accepted by LexisNexis® ABN 70 001 002 357 | | | | | | |

Manager 1: Date:

Manager 2: Date:

# Attachment “A” Specification Number: {c\_proposal\_no}

|  |  |
| --- | --- |
| **Software** | **Cost** |
| {#software}{title} | {cost}{/software} |
| **Service** |  |
| {#services}{title} | {cost}{/services} |
| **Subtotal** | {stotal\_cost} |
| **Less Confidential Discount** | {uf\_lessconfDiscount} |
| **Total Investement excl. GST** | {totlinvesgst\_cost} |
| **GST ${gst}%** | {gstpay\_cost} |
| **Total Cost** | {uf\_total\_cost} |

|  |  |
| --- | --- |
| **Maintenance** | **Cost** |
| {#maintenance}{title} | {cost}{/maintenance} |
| **Subtotal** | {subtotl\_cost} |
| **Less Confidential Discount** | {main\_lessconfDiscount} |
| **Total Maintenance Fees excl. GST** | {total\_main\_fee} |
| **GST ${gst}%** | {gstpay\_costongo} |
| **Total Maintenance Cost** | {main\_total\_cost} |

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# Important Notes

* Lexis Care
* Access to LexisNexis Helpline for trained staff from 8:00am to 8:00pm (A.E.S.T) Monday to Friday excluding Public Holidays.
* Reduced rates on LexisNexis consulting services.
* Up-dates to all licensed software modules.

Statement of Work

Lexis Affinity

Client Portal

Prepared for {client\_name}

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Version** | **Comments** | **Date** | **Author** |
| 1.0 |  | **{expiry\_date}** |  |

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Signature

An authorised signature below indicates acceptance by the client of this Statement of Work.

|  |  |  |
| --- | --- | --- |
| For Client |  | For LexisNexis |
| Signature |  | Signature |
| Printed Name |  | Printed Name |
| Title |  | Title |
| Date |  | Date |

Schedule 1

Statement of Work

This Statement of Work (‘SOW’) describes the agreement between LexisNexis and {client\_name}, hereafter referred to as ‘Client’.

Services & Deliverables

LexisNexis will use reasonable endeavours to provide the software and perform the Services to enable the supply of the Deliverables set out below:

Scope

**Consulting**

LexisNexis will use reasonable endeavours to provide the client with the following:

* Delivery of Standard Lexis Affinity Client Portal including:
  + Project Management
  + Installation
  + Configuration and setup
  + 1 x Administration training session
  + 1 x User training session for {client\_name} internal staff

Schedule

The start date for the performance of the Services will commence within 1 (one) month from the date of this order and LexisNexis will use reasonable endeavours to complete all services as defined in the mutually agreed project plan within 3 (three) months.

Client acknowledges and understands that all the time periods provided by LexisNexis or contained in this SOW are only estimates. In addition estimated completion dates are dependent on the client’s ability to provide the necessary information, resources, facilities, and project management in a timely manner. All pricing has been provided based on all Services being delivered within 3 months from the date of this SOW but this is subject to change under the Change Control Procedure.

LexisNexis Obligations

LexisNexis will use reasonable endeavours to deliver the services and deliverables that are defined below:

* To provide Client with solution as specified in Order documentation.
* Ensure all technical environment pre-requisites are met as stated in the Lexis Affinity OSCR document.

Client Obligations

Client will use reasonable endeavours to deliver the following:

* Client will provide the server environment as per the requirements in the “Affinity Web Apps” Section of the Lexis Affinity OSCR document.
* Client will provide LexisNexis with appropriate access to the network, facilities and personnel.
* Client will supply sufficient skilled resources to receive and complete the implementation training.
* Client will fulfil all defined and agreed project pre-requisites, deliverables and dependencies to ensure the project is delivered within the mutually agreed project schedule;
* Client will identify and nominate a system administrator for Administrator training.
* Client will provide staff with adequate time to fulfil the responsibilities assigned to them. This may involve releasing staff from their normal duties.