



Docusign, Inc.  
 221 Main Street, Suite 800  
 San Francisco, CA 94105

**Offer Valid Through:** Mar 28, 2025  
**Prepared By:** Amit Ben Simchon  
**Quote Number:** Q-01723745

## ORDER FORM

### Address Information

**Bill To:**

City of Burlingame  
 501 Primrose Rd,  
 Burlingame, CA, 94011-0191  
 United States

**Ship To:**

City of Burlingame  
 501 Primrose Rd,  
 Burlingame, CA, 94011-0191  
 United States

**Billing Contact Name:**

Meaghan Hassel-Shearer

**Billing Email Address:**

mhasselshearer@burlingame.org

**Billing Phone:**

+1 650-558-7203

**Shipping Contact Name:**

Meaghan Hassel-Shearer

**Shipping Email Address:**

mhasselshearer@burlingame.org

**Shipping Phone:**

+1 650-558-7203

### Order Details

**Order Start Date:** Mar 30, 2025

**Order End Date:** Mar 29, 2026

**Billing Frequency:** Annual

**Payment Method:** Check

**Payment Terms:** Net 30

**Currency:** USD

### Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Enterprise Pro with FedRAMP - Seats	SUB-3002392-1	Mar 30, 2025	Mar 29, 2026	30	\$ 28,800.00
Enterprise Premier Support with FedRAMP - eSign	SUB-3002392-1	Mar 30, 2025	Mar 29, 2026	1	\$ 6,336.00

**Grand Total: \$35,136.00**

### Product Details

eSignature Seat Allowance: 30

eSignature Envelope Allowance: 3,000

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## Order Special Terms

Customer agrees to allow DocuSign to publish, use and/or reproduce the Customer's name and logo in marketing materials and investor-related content.

Customer is willing to partner with DocuSign to: (a) produce a written case study and/or video testimonial on Customer's use of DocuSign and associated business results to be featured on DocuSign website and in marketing campaigns; and (b) share Customer's name and DocuSign use case and associated business results with press, in media publications and in thought leadership content. DocuSign will reach out to Customer during the Term regarding these opportunities.

Customer is willing to partner with DocuSign to: (a) act as a reference for DocuSign and speak with DocuSign customers and prospects about Customer's use of DocuSign and associated results; (b) speak with analysts about their company's use of DocuSign and associated results for use in analyst reports and whitepapers; and (c) speak at DocuSign 1st and 3rd party events about Customer's use of DocuSign and associated results. DocuSign will reach out to Customer during the Term regarding these opportunities.

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## Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/legal/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docusign.com/legal/terms-and-conditions/msa-service-schedules>.

Customer Data uploaded into a DocuSign eSignature Government Product will be hosted within DocuSign's FedRAMP Moderate authorized boundary. "FedRAMP" means the Federal Risk and Authorization Management Program.

DocuSign eSignature Government Products (but not CLM Government Products) include features and functionality that allow Customers to connect to other DocuSign products or to third-party products or services for interoperability purposes. Interoperability refers to multiple computer systems that are connected in a manner that allows them to exchange information. DocuSign eSignature Government Product features allowing for interoperability currently include DocuSign Payments, Comments and Agreement Actions. A complete list of interoperable eSignature Government Product features can be found at <https://www.docusign.com/legal/terms-and-conditions/esignature-interoperable-features>. These features are disabled by default for new customers but can be enabled by Customer request. Customers may also use "connectors" to connect DocuSign eSignature Government Products or CLM Government Products to other systems to exchange information. For example, a DocuSign/Salesforce Connector can be used to connect DocuSign eSignature Government Products to a Salesforce product so that information may be exchanged between the two connected systems.

If Customer chooses to connect DocuSign eSignature Government Products to any other DocuSign product or to any third-party products or services, Customer authorizes DocuSign to export Customer Data outside of DocuSign's FedRAMP Moderate authorized boundary for the processing and use of Customer Data by Customer, DocuSign, and/or such third parties (as applicable). For clarity, where Customers connect DocuSign eSignature Government Products with any other products or services (including but not limited to by use of Payments, Comments, Connector or Agreement Action functionality), DocuSign disclaims all liability for FedRAMP control compliance or Customer's obligations relating to Customer Data exported from DocuSign's FedRAMP Moderate authorized boundary.

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### **Billing Information**

Prices shown above do not include any sales, use, value added (VAT), goods and services (GST), and/or any other similar taxes, duties, levies and or charges of any nature that might be imposed or required to be collected (collectively "taxes") by DocuSign. Any such taxes are the responsibility of the Customer and will appear on the final invoice(s), as applicable. Taxes are calculated based on the ship-to location listed on your order form.

Invoice(s) for this order will be emailed automatically from [invoicing@erp.docusign.com](mailto:invoicing@erp.docusign.com).

Please make sure this email address is on an approved setting or safe senders list, so notifications do not go to a junk folder or get caught in a spam filter.

### **For U.S. Customers**

Is the contracting entity exempt from sales tax?

Please select Yes or No:

If yes, please send the required tax exemption documents immediately to [taxexempt@docusign.com](mailto:taxexempt@docusign.com).

### **For Non U.S. Customers**

Verify that the VAT, GST, TIN, or similar tax identification number below is correct, or provide the correct number to your DocuSign contact. If the VAT, GST, or TIN identification number is not populated below, it will be assumed that you are not a VAT/GST registered taxpayer.

VAT, GST, TIN or similar tax identification number:

**For other tax exemption requests, please email the applicable tax exemption documentation to [taxexempt@docusign.com](mailto:taxexempt@docusign.com).**

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### **Purchase Order Information**

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select:

By marking "No", Customer agrees to process payment for any invoices issued pursuant to this Order Form without a PO Number.

If yes, please complete the following information, and attach your PO (if available), and the invoice will be issued referencing such PO Number:

PO Number:

Please attach PO Attachment here:

If "Yes" is marked, but a PO Number is not provided or a PO document is not attached, then Customer agrees to provide the PO information or PO document to DocuSign at its earliest convenience by sending to [POSubmission@docuSign.com](mailto:POSubmission@docuSign.com) referencing this Quote Number, but agrees to still process payment per the agreed upon terms.

If Customer has attached a PO (or other document) to this Order Form, Customer acknowledges and agrees that any additional or conflicting terms appearing in such PO (or any other document) are invalid.

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The below signatories are authorized, on behalf of their respective Parties, to execute this Order Form and to agree to the terms herein as of the Order Start Date.

**Customer**

Signature:   
Name: LISA R GOLDMAN  
Job Title: CITY MANAGER  
Date: 3/19/2025

**DocuSign, Inc.**

Signature:   
Name: Beatriz Benjamin  
Job Title: Senior Manager, Revenue Operations  
Date: March 20, 2025  


## Certificate Of Completion

Envelope Id: 809AEF3E-4318-49D4-B7BD-8F9700189E4D

Status: Completed

Subject: City of Burlingame - RENEWAL (2025-03-30) - eSign

EnvelopeType:

Template Name:

Source Envelope:

Document Pages: 4

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 1

Amit Ben Simchon

AutoNav: Enabled

221 Main Street

Envelopeld Stamping: Enabled

Suite 1000

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

San Francisco, CA 94105

amit.ben@docusign.com

IP Address: 77.124.140.91

## Record Tracking

Status: Original

Holder: Amit Ben Simchon

Location: DocuSign

3/20/2025 7:15:20 AM

amit.ben@docusign.com

## Signer Events

Ben Chester

Ben.Chester@docusign.com

RevOps Contract Specialist

DocuSign, Inc.

Signing Group: AOR

Security Level: Email, Account Authentication (None)

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Beatriz Benjamin

Beatriz.Benjamin@docusign.com

Senior Manager, Revenue Operations

DocuSign, Inc.

Signing Group: AOA

Security Level: Email, Account Authentication (None)

### Electronic Record and Signature Disclosure:

Accepted: 3/28/2025 3:05:50 PM

ID: b4c09da8-b6be-4613-baac-16bfad6c6249

## Signature

Signature Adoption: Pre-selected Style

Using IP Address: 73.222.76.198

DocuSigned by:  
Beatriz Benjamin  
6B85A52A083E408...

Signature Adoption: Pre-selected Style

Using IP Address: 24.7.1.188

## Timestamp

Sent: 3/20/2025 7:17:35 AM

Viewed: 3/20/2025 10:52:07 AM

Signed: 3/20/2025 10:53:16 AM

Sent: 3/20/2025 10:53:18 AM

Viewed: 3/20/2025 10:53:46 AM

Signed: 3/20/2025 10:54:02 AM

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

Meaghan Hassel-Shearer

mhasselshearer@burlingame.org

City Clerk

Security Level: Email, Account Authentication (None)

### Electronic Record and Signature Disclosure:

**COPIED**

Sent: 3/20/2025 10:54:03 AM

Viewed: 3/31/2025 8:13:08 AM

<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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Accepted: 8/5/2020 3:40:06 PM  
ID: 4ad58a6c-93ba-4ca9-b273-9d827c7172bb

<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent	Hashed/Encrypted	3/20/2025 7:17:42 AM
Envelope Updated	Security Checked	3/20/2025 7:19:41 AM
Certified Delivered	Security Checked	3/20/2025 10:53:46 AM
Signing Complete	Security Checked	3/20/2025 10:54:02 AM
Completed	Security Checked	3/20/2025 10:54:03 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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Suite 1000  
San Francisco, CA 94105

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**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)

PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

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