docusign.

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

Offer Valid Through: Mar 27, 2026
Prepared By: Austin Kume
Quote Number: Q-01943909

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, 2026
Order End Date: Mar 29, 2029
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-3801456-1	Mar 30, 2026	Mar 29, 2029	30	$ 86,400.00
Enterprise Premier Support with FedRAMP - eSign	SUB-3801456-1	Mar 30, 2026	Mar 29, 2029	1	$ 19,008.00

Grand Total: $105,408.00

Annualized Total

Year 1 Total: $35,136.00
Year 2 Total: $35,136.00
Year 3 Total: $35,136.00

The annualized totals above are displayed for general guidance only and may differ from the total amounts displayed on an invoice. Please refer to the Order Details and Products sections above for complete and accurate totals.

Product Details

eSignature Seat Allowance: 30
eSignature Envelope Allowance: 9,000

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.

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/pub-sec 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 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. These features are disabled

by default but can be enabled by Customer request. Customers may also use "connectors" to connect Docusign eSignature 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.

If Customer is provisioned a demo or sandbox account (a "Sandbox Account") Customer's use of that Sandbox Account is conditioned on the following: Customer acknowledges and is aware that the Sandbox Account is a demo account and may or may not be within the applicable FedRAMP environment. Customer will not input Controlled Information, Covered Defense Information, Personally Identifiable Information, or any other sensitive or confidential information in the Sandbox Account during the Term.

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.

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:
Docusign, Inc. uses Avalara's CertExpress to securely collect digital exemption certificates. When selecting "Yes" for tax exemption, a link will be sent to the Bill-To contact listed on this order form to submit your tax exemption certificate through CertExpress.

For other tax exemption requests, please email the applicable tax exemption documentation to taxexempt@docusign.com.

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 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.

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	**Docusign, Inc.**
Signature:	Signature:
Name:	Name:
Job Title:	Job Title:
Date:	Date: