

# St. Landry Parish DocuNet Service Terms and Conditions

## Section 1 (Charges)

### Installation Charges:

Installation of the client software and **standard hardware configuration** (*for a description of the minimum system requirements and supported hardware please see Section 3(Hardware)*) will incur an initial setup fee of \$125.00 per PC. This fee will include configuration of the standard hardware and software listed in Section 3, demonstration of the system, and verification of completion.

### Recurring Charges:

Users of the St. Landry DocuNet service agree to pay the monthly fee based upon their billing location. The schedule of charges is as follows:

Tier 1	0-20 Mile Radius:	\$50.00 per month
Tier 2	20-50 Mile Radius:	\$100.00 per month
Tier 3	50 Miles Radius and Over:	\$300.00 per month

Users of the St. Landry DocuNet service who require multiple computers connected will incur an additional charge of \$25.00 per PC with a maximum of 5 PCs per account, e.g., a customer in Tier 2 with 3 PCs would incur a monthly charge of \$150.00 (\$100.00 for the initial PC and \$25.00 for the second PC and \$25.00 for the third PC) per month plus any printing charges incurred.

### Print Charges:

In addition to the monthly fee, there will be a charge of **\$.75 per page** for all online documents printed through the DocuNet system.

### Late Charges:

Additionally, there will be a late fee of \$25.00 per month imposed on delinquent accounts. An account is considered delinquent if payment is not received on the day following the due date indicated on the monthly statement. Delinquent accounts can be suspended without notice and late fees will be accrued and added to the outstanding balance due. A late fee of \$25.00 per month will be added to the account until the balance is paid in full.

### Reconnect Charges:

Finally, in the event of termination of service there will be a \$40.00 reconnect charge applied when the account is returned to good standing and the customer requests the service returned.

## Section 2 (Support)

Omni Services Incorporated, d.b.a. Omni Computers, a corporation independent of the St. Landry Parish Clerk of Court's office, supports the St. Landry Parish DocuNet system. Omni Computers will conduct all initial setups and configurations of the DocuNet system as well as any subsequent modifications or technical support issues. For future technical support or system configurations Omni Computers charges \$125.00 per hour of on-site or web support and \$65.00 per hour of travel time(if needed).

## Section 3 (Hardware)

The St. Landry Parish DocuNet system utilizes Microsoft Windows Terminal Server. The system allows for a broad range of Personal Computers to access the DocuNet system. **If you have any questions regarding the compatibility of your hardware please do not hesitate to call Shane Garrard (337) 989-9063.** The minimum/standard requirements for using the system are as follows:

1. Broadband internet access *i.e. Cox Cable or BellSouth DSL.*
2. IBM PC or compatible running Windows XP or higher.
3. Any Hewlett Packard LaserJet compatible printer.

Any variation from these specifications could result in performance degradation or increased downtime and is not supported by the St. Landry Parish Clerk of Court's Office or Omni Computer Store. Additionally, variation from the afore mentioned standards may incur additional setup fees.

#### Section 4 (Important Numbers)

**Omni Computers**

Shane Garrard 337.989.9063 ext 114

**St. Landry Parish Clerk of Court's Office**

Cathy Stanford 337.942.5606 ext 105  
Lisa Doyle 337.942.5606 ext 103

I, \_\_\_\_\_, hereby agree to the terms and conditions set forth above and authorize the installation and configuration of the St. Landry Parish DocuNet service on my computer(s).

Name :	_____	Phone:	_____
Company:	_____	Account #:	_____
Address:	_____	Username:	<u>D N</u> _ _ _ _ _
		(Max of 10 letters)	
City:	_____	Password:	_____
		(Min of 6 characters)	
State:	_____	Printer (if known):	_____
		<i>If the printer does not match the standard hardware mentioned in Section 3 additional setup fees may be incurred.</i>	
Zip:	_____		