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|  <b>THOMSON REUTERS™</b> | <h2 style="margin: 0;">Order Form</h2> <p style="margin: 10px 0 0 0;">Contact your representative <a href="mailto:cody.miller@thomsonreuters.com">cody.miller@thomsonreuters.com</a> with any questions. Thank you.</p> | <h2 style="margin: 0;">Order ID: Q-07362296</h2> |
|--|---|--|

**Sold To Account Address**

Account #: 1005854384  
 Texas A & M Univ Com  
 PO BOX 3011  
 COMMERCE TX 75429-3011 US

“Customer”

**Shipping Address**

Account #: 1005854384  
 Texas A & M Univ Com  
 PO BOX 3011  
 COMMERCE TX 75429-3011 US

**Billing Address**

Account #: 1005854384  
 Texas A & M Univ Com  
 PO BOX 3011  
 COMMERCE, TX 75429-3011  
 US

This Order Form is a legal document between Customer and

- A. West Publishing Corporation to the extent that products or services will be provided by West Publishing Corporation, and/or
- B. Thomson Reuters Enterprise Centre GmbH to the extent that products or services will be provided by Thomson Reuters Enterprise Centre GmbH.

A detailed list of products and services that are provided by Thomson Reuters Enterprise Centre GmbH and current applicable IRS Certification forms are available at: <https://www.tr.com/trorderinginfo>

West Publishing Corporation may also act as an agent on behalf of Thomson Reuters Enterprise Centre GmbH solely with respect to billing and collecting payment from Customer. Thomson Reuters Enterprise Centre GmbH and West Publishing Corporation will be referred to as “Thomson Reuters”, “we” or “our,” in each case with respect to the products and services it is providing, and Customer will be referred to as “you”, or “your” or “Client”.

**Thomson Reuters General Terms and Conditions** apply to all products ordered, except print and is located at <http://tr.com/TermsandConditions>. In the event that there is a conflict of terms between the General Terms and Conditions and this Order Form, the terms of this Order Form control. This Order Form is subject to our approval.

**Thomson Reuters General Terms and Conditions for Federal Subscribers** is located at <https://static.legalsolutions.thomsonreuters.com/static/Federal-ThomsonReuters-General-Terms-Conditions.pdf> In the event that there is a conflict of terms between the General Terms and Conditions and this Order Form, the terms of this Order Form control. This Order Form is subject to our approval.

**Online / Practice Solutions / Software Products**

| Material # | Product  | Quantity | Unit      | Charges  | Minimum Term (Months) | Billing Frq | Order Type   |
|------------|--|----------|-----------|----------|-----------------------|-------------|--------------|
| 42010202   | Gvt - Form Builder For Government (Westlaw PRO™) | 75       | Attorneys | \$500.00 | 36                    | Monthly     | Subscription |

|  |          |
|--|----------|
| <b>Monthly Charges for Online/Practice Solutions/Software Products</b> | \$500.00 |
|--|----------|

**Minimum Terms**

Your subscription is effective upon the date we process your order (“Effective Date”) and Monthly Charges will be prorated for the number of days remaining in that month, if any. Your subscription will continue for the number of months listed in the Minimum Term column above counting from the first day of the month following the Effective Date. Your Monthly Charges during the first twelve (12) months of the Minimum Term are as set forth above. If your Minimum Term is longer than 12 months, then your Monthly Charges for each year of the Minimum Term are displayed in the Attachment to the Order Form.

**Post Minimum Terms**

At the end of the Minimum Term, we will notify you of any change in Monthly Charges at least 60 days before each 12-month term starts. Either of us may cancel the Post-Minimum Term subscription by sending at least 30 days written notice.

**Federal Government Subscribers Optional Minimum Term.** Federal government subscribers that chose a multi-year Minimum Term, those additional months will be implemented at your option pursuant to federal law.

**Banded Product Subscriptions.** You certify your total number of attorneys (full-time and part-time partners, shareholders, associates, contract or staff attorneys, of counsel, and the like), corporate users, personnel or full-time-equivalent students is indicated in this Order Form. Our pricing for banded products is made in reliance upon your certification. If we learn that the actual number is greater or increases at any time, we reserve the right to increase your charges as applicable.

**Miscellaneous**

**Applicable Law.** If you are a state or local governmental entity, your state’s law will apply, and any claim may be brought in the state or federal courts located in your state. If you are a non-governmental entity, this Order Form shall be interpreted under Minnesota state law and any claim by

one of us shall exclusively be brought in the state or federal courts in Minnesota. If you are a United States Federal Government subscriber, United States federal law will apply, and any claim may be brought in any federal court.

**Charges, Payments & Taxes.** You agree to pay all charges in full within 30 days of the date of invoice. You are responsible for any applicable sales, use, value added tax (VAT), etc. unless you are tax exempt. If you are a non-government customer and fail to pay your invoiced charges, you are responsible for collection costs including attorneys' fees.

**Excluded Charges And Schedule A Rates.** If you access products or services that are not included in your subscription you will be charged our then-current rate ("Excluded Charges"). Excluded Charges will be invoiced and due with your next payment. For your reference, the current Excluded Charges schedules are located in the below link. Excluded Charges may change from time-to-time upon 30 days written or online notice. We may, at our option, make certain products and services Excluded Charges if we are contractually bound or otherwise required to do so by a third party provider or if products or services are enhanced or if new products or services are released after the effective date of this ordering document. Modification of Excluded Charges or Schedule A rates is not a basis for termination under paragraph 9 the General Terms and Conditions.

<http://static.legalsolutions.thomsonreuters.com/static/agreement/plan-2-pro-govt-agencies.pdf>

**eBilling Contact.** All invoices for this account will be emailed to your e-Billing Contact(s) unless you have notified us that you would like to be exempt from e-Billing.

**Credit Verification.** If you are applying for credit as an individual, we may request a consumer credit report to determine your creditworthiness. If we obtain a consumer credit report, you may request the name, address and telephone number of the agency that supplied the credit report. If you are applying for credit on behalf of a business, we may request a current business financial statement from you to consider your request.

**Cancellation Notification Address.** Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan MN 55123-1803

**Returns and Refunds.** You may return a print product to us within 45 days of the original shipment date if you are not completely satisfied. Please see <http://static.legalsolutions.thomsonreuters.com/static/returns-refunds.pdf> or contact Customer Service at 1-800-328-4880 for additional details regarding our policies on returns and refunds.

**Document Intelligence Product Specific Terms:** The following product specific terms shall apply to the Document Intelligence products on this order form, and are incorporated by reference: [www.ThomsonReuters.com/DocIntel-PST](http://www.ThomsonReuters.com/DocIntel-PST)

**Product Specific Terms and Information Security Controls:** The following product specific terms and information security controls shall apply to the HighQ products on this order form, and are incorporated by reference:

- HighQ Product Specific Terms <http://tr.com/HighQ-PST>
- HighQ Information Security Controls <http://tr.com/HighQ-InfoSec>

**Service Levels:** Thomson Reuters shall provide service availability, maintenance and support for the term of the Agreement. Details are available at: <http://tr.com/HighQ-SLA>

**Product Specific Terms.** The following products have specific terms which are incorporated by reference and made part of this Order Form if they apply to your order. They can be found at <https://static.legalsolutions.thomsonreuters.com/static/ThomsonReuters-General-Terms-Conditions-PST.pdf>. If the product is not part of your order, the product specific terms do not apply. If there is a conflict between product specific terms and the Order Form, the product specific terms control.

- Campus Research
- Contract Express
- Hosted Practice Solutions
- ProView eBooks
- Time and Billing
- West km Software
- West LegalEdcenter
- Westlaw
- Westlaw Doc & Form Builder
- Westlaw Paralegal
- Westlaw Patron Access
- Westlaw Public Records

### Amended Terms and Conditions

#### **Government Non-Availability of Funds for Online, Practice Solutions or Software Products**

You may cancel a product or service with at least 30 days written notice if you do not receive sufficient appropriation of funds. Your notice must include an official document, (e.g., executive order, an officially printed budget or other official government communication) certifying the non-availability of funds. You will be invoiced for all charges incurred up to the effective date of the cancellation.

#### **Acknowledgement: Order ID: Q-07362296**

\_\_\_\_\_  
Signature of Authorized Representative for order

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

This Order Form will expire and will not be accepted after 11/26/2023.



# Attachment

# Order ID: Q-07362296

Contact your representative cody.miller@thomsonreuters.com with any questions. Thank you.

### Payment, Shipping, and Contact Information

**Payment Method:**

Payment Method: Bill to Account  
 Account Number: 1005854384  
 This order is made pursuant to:

**Order Confirmation Contact (#28)**

Contact Name: HIGHT, ASHLIE  
 Email: ashlie.hight@tamuc.edu

**eBilling Contact**

Contact Name ASHLIE HIGHT  
 Email ashlie.hight@tamuc.edu

**Shipping Information:**

Shipping Method: Ground Shipping - U.S. Only

### Account Contacts

| Account Contact First Name | Account Contact Last Name | Account Contact Email Address | Account Contact Customer Type Description |
|----------------------------|---------------------------|-------------------------------|---|
| Ashlie                     | Hight                     | ashlie.hight@tamuc.edu        | EML PSWD CONTACT                          |

### Charges During Minimum Term

| Material # | Product Name                                     | Year 1 Charges per Billing Freq | % incr Yr 1-2* | Year 2 Charges per Billing Freq | % incr Yr 2-3* | Year 3 Charges per Billing Freq | % incr Yr 3-4* | Year 4 Charges per Billing Freq | % incr Yr 4-5* | Year 5 Charges per Billing Freq | Billing Freq |
|------------|--|---------------------------------|----------------|---------------------------------|----------------|---------------------------------|----------------|---------------------------------|----------------|---------------------------------|--------------|
| 42010202   | Gvt - Form Builder For Government (Westlaw PRO™) | \$500.00                        | 5.00%          | \$525.00                        | 5.00%          | \$551.25                        | N/A            | N/A                             | N/A            | N/A                             | Monthly      |

### Charges During Minimum Term

Pricing is displayed only for the years included in the Minimum Term. Years without pricing in above grid are not included in the Minimum Term. Refer to your Order Form for the Post Minimum Term pricing. Refer to Order Form for Billing Frequency Type.



| Purchase Order   |                           |                           |
|--|---------------------------|---------------------------|
| Purchase Order Date  | PO/Reference No.          | Revision No.              |
| <b>Sep 28, 2023</b>  | <b>AB0852491</b>          | <b>0</b>                  |
| <b>Contact instructions for questions regarding this Purchase Order:</b> |                           |                           |
| If Buyer Contact information is listed below, please contact the Buyer.  |                           |                           |
| If not, please contact the Customer.                                     |                           |                           |
| <b>Buyer Contact:</b>  |                           |                           |
| <b>Buyer</b>   | <b>Buyer Email</b>        | <b>Buyer Phone Number</b> |
| sdb - Barnes, Sandy  | sandy.barnes@tamuc.edu    | 903.468.3000              |
| <b>Customer Contact:</b>   |                           |                           |
| Name:  | Rose Adams                |                           |
| Email:   | ROSE.MARY.ADAMS@TAMUC.EDU |                           |
| Phone:   | +1 903-886-5731           |                           |

## Sales Tax Exemption

Texas A&M University-Commerce is exempt from state and municipal sales taxes under Chapter 20 Title 122A, revised Civil Statutes of Texas, for all purchases made for the exclusive use of Texas A&M University-Commerce.

The laws of the State of Texas shall govern this Purchase Order.

Member of the Texas A&M University System.

## Order acceptance instructions:

**Vendor guarantees that the products delivered or the services performed as a result of this Purchase Order will meet or exceed all specifications herein. Any exceptions to the pricing or the description contained herein must be approved by Texas A&M University-Commerce's Purchasing Department prior to shipping.**

| Supplier Information     |   | Delivery Information        |   |
|--------------------------|---|-----------------------------|---|
| Supplier Name            | THOMSON REUTERS WEST PUBLISHING CORPORATION DBA         | <b>Delivery Address</b>     |   |
| Address                  | 620 OPPERMAN DR<br>EAGAN, Minnesota 55123 United States | TAMUS Member:               | 21-Texas A&M University - Commerce (21) |
| Phone                    | +1 800-328-4880   | Attn:                       | Rose Mary Adams                         |
| FOB / FREIGHT            | Destination   | Library                     |   |
| Pre-Pay & Add            | No  | Room                        | 401D                                    |
| Payment Terms            | 0, Net 30   | 2600 S Neal St              |   |
| Contract Number - Header | C2023-10651   | Commerce, TX 75428          |   |
| Contract Number - Line   | <i>no value</i>   | United States               |   |
| Quote number             |   | <b>Delivery Information</b> |   |
|                          |   | Required Delivery Date      |   |
|                          |   | Ship Via                    | Best Carrier-Best Way                   |

## Notes to Supplier

### PO Clauses

| Header | 001 | No Collect Freight Charges Accepted | Neither COD nor "Collect" freight or handling charges will be accepted.  |
|--------|-----|-------------------------------------|--|
|        | 508 | Changes must be Approved Prior      | Any changes to this Contract without the undersigned Purchasing Agent's prior written approval is not authorized and at the expense of the Supplier.   |
|        | 509 | Cancellation due to Funding         | This contract is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature, or otherwise not made available to the using Agency.   |
|        | 522 | Governance                          | Any agreement entered into by Texas A&M University-Commerce shall be governed by the laws of the State of Texas.   |
|        | 525 | Best Value Clause                   | Agency invokes "Best Value" purchase exemption under House Bill 1545.  |
|        | 536 | Terms & Conditions - TAMU-Commerce  | This purchase shall be in accordance with the Texas A&M University-Commerce terms and conditions. To obtain, please go to the following address: <a href="https://www.tamuc.edu/vendor-information/?redirect=none">https://www.tamuc.edu/vendor-information/?redirect=none</a> |

| Line No. | Product Description | Catalog No. | Size / Packaging | Unit Price | Quantity | Ext. Price |
|----------|---------------------|-------------|------------------|------------|----------|------------|
|----------|---------------------|-------------|------------------|------------|----------|------------|

|        |  |     |    |                 |                      |                 |
|--------|--|-----|----|-----------------|----------------------|-----------------|
| 1 of 3 | Gvt - Form Builder For Government (Westlaw PRO)(10/1/2023 - 9/30/2024) | N/A | YR | 6,000.00<br>USD | 1 YR                 | 6,000.00<br>USD |
| 2 of 3 | Gvt - Form Builder For Government (Westlaw PRO)(10/1/2024 - 9/30/2025) | N/A | YR | 6,300.00<br>USD | 1 YR                 | 6,300.00<br>USD |
| 3 of 3 | Gvt - Form Builder For Government (Westlaw PRO)(10/1/2025 - 9/30/2026) | N/A | YR | 6,615.00<br>USD | 1 YR                 | 6,615.00<br>USD |
| Total  |  |     |    |                 | <b>18,915.00 USD</b> |                 |

| Billing Information  | Billing Address  |
|--|--|
| <p>To assure timely payment please e-mail invoices to the email provided in the bill to address. If the invoice is sent via email, please do not send a duplicate copy through the mail. Only if email is not an option then submit invoices to the billing address indicated in the "Billing Address" section. To inquire about electronic invoicing via cXML, CSV or PO flip through the supplier portal, e-mail vendorhelp@tamu.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p> | <p>Texas A&amp;M University-<br/>Commerce</p> <p>***Do Not Mail Invoices***</p> <p>Email invoices to invoices@tamuc.edu<br/>PO Box 3011<br/>Commerce, TX 75429<br/>United States</p> |