

COMMONWEALTH[®]

DIGITAL OFFICE SOLUTIONS

☐ 21205 Ridgetop Circle
Sterling, VA 20166-6501

☐ 8401 Colesville Rd. Suite #400
Silver Spring, MD 20910-3371

Ship To Company Libertarian National Committee
1444 DUKE ST
Address 2600 Virginia Avenue, NW, Suite 200
ALEXANDRIA VA 22314
City Washington State DC Zip 20037
Phone 202.333.0008 Fax 202.333.0072
Contact Robert Krause Title Dir. of Operations
Email robert.kraus@lp.org
Key Operator _____
K/O Email _____

Bill To Company Same
Address _____
City _____ State _____ Zip _____
Accounts Payable Contact _____
A/P Email _____
A/P Phone _____ A/P Fax _____

EQUIPMENT DESCRIPTION	QTY	PRICE	TOTAL
Konica Minolta bizhub <u>C454e</u> - Color Copier/Printer/Scanner	1	<u>See Lease</u>	<u>\$11,160.00</u>
Dual Scan Document Feeder, FS-534 Stapling Finisher, PC-410 Drawer Base,	1		Included
SD-511 Saddle Stitch/Folding Unit & WT-506 Work Table.	1		Included
Upgrade Konica Minolta C552 lease with DeLage Landen at No Charge!	1		Included

WARRANTY COVERAGE <u>CSSP AGREEMENT</u>	TRADE-IN MODEL <u>KM C552</u> SERIAL NUMBER _____	SUBTOTAL LESS TRADE-IN EQUIPMENT COST	Included
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SUPPLIES (all yields based on 8 1/2" x 11" copies)	QTY	PRICE	TOTAL

SPECIAL INSTRUCTIONS: *60 Month Lease: \$508.24 /mo.

TERMS: The above equipment and accessories are purchased under Commonwealth Copy Products, Inc. dba Commonwealth Digital Office Solutions (hereinafter called "CCP") standard terms, which are: 1) Net payment of equipment due in full upon installation of equipment, 2) Payment due within 15 days of purchase date on all non-equipment items. CCP retains a Security Interest in the above equipment until balance is satisfied. THIS IS NOT A SALE ON AN APPROVAL BASIS. Purchaser understands and hereby ACKNOWLEDGES THAT CCP HAS NOT MADE AND IS NOT BOUND BY ANY ORAL OR WRITTEN REPRESENTATIONS MADE BY ITS SALESPERSON WHICH DO NOT APPEAR ON THE FACE OF THIS ORDER. This order is effective and binding only when received and accepted by CCP, Sterling, VA. 20166-6501 3) If applicable, upon receipt of payment or funding and the trade-in shipping instructions, CCP will pay buy-out for traded-in leased equipment and return said equipment on your behalf.

Authorized Signature [Signature]
Print Name Robert S Kraus
Title Dir Ops Date 04/29/14
Email Robert.Kraus@lp.org
Salesperson Mike Davis Number 429

Total Amount of Order	*See Lease
Tax	
Installation	No Charge
Sub Total	
Less Deposit	
Balance	

REFERRALS: Any referral for a copier, facsimile which leads to a sale will result in a credit for your company as follows: \$100.00 for Copier; \$25.00 for Facsimile referral.

Company _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Fax _____
Contact _____

Company _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Fax _____
Contact _____

LESSEE	Full Legal Name Libertarian National Committee				Phone Number (202) 333-0008	
	Billing Address 1444 Duke St NW #200				City Washington	State DC
	Equipment Location (if not same as above) City Washington				State DC	Zip 20037
Purchase Order Requisition Number						
Send Invoice to Attention of:						

EQUIPMENT INFORMATION	Equipment Make	Model Number	Serial Number	Quantity	Description (Attach Separate Schedule A If Necessary)
	Konica Minolta	24542		1	Color Copier/Printer/Scanner

PAYMENT INFORMATION	Number of Lease Payments	Lease Payment (PLUS)	Applicable Sales Tax (EQUALS)	Total Lease Payment	Term of Lease in Months	Payment Frequency: <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other	End of Lease Option: <input checked="" type="checkbox"/> FMV <input type="checkbox"/> 10% <input type="checkbox"/> \$1 <input type="checkbox"/> Other	End of Lease Purchase Option shall be FMV unless another option is selected.			
	60	\$508.24*	=		60						
		+	=			Security Deposit (PLUS)	First Period Payment (PLUS)	Other (EQUALS)	Total Payment Enclosed		
		+	=			\$0.00	+	\$0.00	+	\$0.00	=

TERMS AND CONDITIONS

1. Lease: You (the "Lessee") agree to lease from us (the "Lessor") the Equipment listed above and on any attached schedule (the "Lease"). You authorize us to adjust the Lease payments by up to 15% if the cost of the Equipment or taxes differs from the supplier's estimate. This Lease is effective on the date that it is accepted and signed by us, and the term of this Lease begins on that date or any later date that we designate (the "Commencement Date") and continues thereafter for the number of months indicated above. Lease payments are due as invoiced by us. As you will have possession of the Equipment from the date of its delivery, if we accept and sign this Lease you will pay us interim rent for the period from the date the Equipment is delivered to you until the Commencement Date as reasonably calculated by us based on the Lease payment, the number of days in that period, and a month of 30 days. Your Lease obligations are absolute, unconditional, and are not subject to cancellation, reduction, setoff or counterclaim. You agree to pay us a fee of \$75.00 to reimburse our expenses for preparing financing statements, other documentation costs and all ongoing administration costs during the term of this Lease. Security deposits are non-interest-bearing and may be applied to cure a Lease default. If you are not in default, we will return the deposit to you when the Lease is terminated. If a payment is not made when due, you will pay us a late charge of 5% of the payment or \$10.00, whichever is greater. We will charge you a fee of \$25.00 for any check that is returned. ONLY WE ARE AUTHORIZED TO WAIVE OR CHANGE ANY TERM, PROVISION OR CONDITION OF THE LEASE.

2. Title: Unless you have a \$1.00 purchase option, we will have title to the Equipment. If you have a \$1.00 purchase option and/or the Lease is deemed to be a security agreement, you grant us a security interest in the Equipment and all proceeds thereof. You authorize us to file Uniform Commercial Code ("UCC") financing statements on the Equipment.

3. Equipment Use, Maintenance and Warranties: We are leasing the Equipment to you "AS-IS" AND MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. We transfer to you any manufacturer warranties. You are required at your cost to keep the Equipment in good working condition and to pay for all supplies and repairs. If the Lease payment includes the cost of maintenance and/or service provided by a third party, you agree that we are not responsible to provide the maintenance or service and you will make all claims related to maintenance and service to the third party. You agree that any claims related to maintenance or service will not impact your obligation to pay all Lease payments when due.

4. Assignment: You agree not to transfer, sell, sublease, assign, pledge or encumber either the Equipment or any rights under this Lease without our prior written consent. You agree that we may sell, assign, or transfer the Lease and the new owner will have the same rights and benefits we now have and will not have to perform any of our obligations and the rights of the new owner will not be subject to any claims, defenses, or setoffs that you may have against us or any supplier.

5. Risk of Loss and Insurance: You are responsible for all risks of loss or damage to the Equipment and if any loss occurs you are required to satisfy all of your Lease obligations. You will keep the Equipment insured against all risks of loss or damage for an amount equal to its replacement cost. You will list us as the sole loss payee for the insurance and give us written proof of the insurance. If you do not provide such insurance, you agree that we have the right, but not the obligation, to obtain such insurance, and add an insurance fee to the amount due from you, on which we may make a profit. We are not responsible for any losses or injuries caused by the Equipment and you will reimburse us and defend us against any such claims. This indemnity will continue after the termination

of this Lease. You will obtain and maintain comprehensive public liability insurance naming us as an additional insured with coverages and amounts acceptable to us.

6. Taxes: You agree to pay when due, either directly or as reimbursement to us, all sales, use and personal property taxes and charges in connection with ownership and use of the Equipment. We may charge you a processing fee for administering property tax filings. You will indemnify us on an after-tax basis against the loss of any tax benefits anticipated at the Commencement Date arising out of your acts or omissions.

7. End of Lease: You will give us at least 60 days but not more than 120 days written notice (to our address below) before the expiration of the initial lease term (or any renewal term) of your intention to purchase or return the Equipment. With proper notice you may: a) purchase all the Equipment as indicated above under "End of Lease Option" (fair market value purchase option amounts will be determined by us based on the Equipment's in place value); or b) return all the Equipment in good working condition at your cost in a timely manner, and to a location we designate. If you fail to notify us, or if you do not (i) purchase or (ii) return the Equipment as provided herein, this Lease will automatically renew at the same payment amount for consecutive 60-day periods.

8. Default and Remedies: You are in default on this Lease if: a) you fail to pay a Lease payment or any other amount when due; or b) you breach any other obligation under the Lease or any other Lease with us. If you are in default on the Lease we may: (i) declare the entire balance of unpaid Lease payments for the full Lease term immediately due and payable to us; (ii) sue you for and receive the total amount due on the Lease plus the Equipment's anticipated end of Lease fair market value or fixed price purchase option (the "Residual") with future Lease payments and the Residual discounted to the date of default at the lesser of (A) a per annum interest rate equivalent to that of a U.S. Treasury constant maturity obligation (as reported by the U.S. Treasury Department) that would have a repayment term equal to the remaining Lease term, all as reasonably determined by Lessor, or (B) 3% per annum, plus reasonable collection and legal costs; (iii) charge you interest on all monies due at the rate of 18% per year or the highest rate permitted by law from the date of default; and (iv) require that you immediately return the Equipment to us or we may peaceably repossess it. Any return or repossession will not be considered a termination or cancellation of the Lease. If the Equipment is returned or repossessed we will sell or re-rent the Equipment at terms we determine, at one or more public or private sales, with or without notice to you, and apply the net proceeds (after deducting any related expenses) to your obligations. You remain liable for any deficiency with any excess being retained by us.

9. Miscellaneous: You agree the Lease is a Finance Lease as defined in Article 2A of the UCC. You acknowledge we have given you the name of the Equipment supplier and that you may have rights under the contract with the supplier and may contact the supplier for a description of these rights. If requested, you will sign a separate Equipment acceptance certificate. This Lease was made in Pennsylvania ("PA"), is to be performed in PA and shall be governed and construed in accordance with the laws of PA. You consent to jurisdiction, personal or otherwise, in any state or federal court in PA and irrevocably waive a trial by jury. You agree to waive any and all rights and remedies granted to you under Sections 2A-1.01 through 2A-522 of the UCC. You agree that the Equipment will only be used for business purposes and not for personal, family or household use, and will not be moved from the above location without our consent. You agree that a facsimile copy of the Lease with facsimile signatures may be treated as an original and will be admissible as evidence of the Lease. We may inspect the Equipment during the Lease term.

LESSEE SIGNATURE	You agree that this is a non-cancelable lease. The Equipment is: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED	
	Signature	Date 04 29 14
	Title Dir. Operations	
	Print Name Robert S. Kravos	
Legal Name of Corporation Libertarian National Committee		

LESSOR	De Lage Landen Financial Services, Inc.	
	Lease Processing Center, 1111 Old Eagle School Road, Wayne, PA 19087	
	PHONE: (800) 735-3273 • FAX: (800) 776-2329	
Commencement Date	Lease Number	
Accepted By:		

GUARANTY	I unconditionally guaranty prompt payment of all the Lessee's obligations. The Lessor is not required to proceed against the Lessee or the Equipment or enforce other remedies before proceeding against me. I waive notice of acceptance and all other notices or demands of any kind to which I may be entitled. I consent to any extensions or modification granted to the Lessee and the release and/or compromise of any obligations of the Lessee or any other guarantors without releasing me from my obligations. This is a continuing guaranty and will remain in effect in the event of my death and may be enforced by or for the benefit of any assignee or successor of the Lessor. This guaranty is governed by and constituted in accordance with the Laws of the Commonwealth of Pennsylvania and I consent to non-exclusive jurisdiction in any state or federal court in Pennsylvania and waive trial by jury.	
	Signature	Date
	Print Name	

ACCEPTANCE	The Equipment has been received, put in use, is in good working order and is satisfactory and acceptable.	
	Signature	Date
	Print Name	Title

COMPREHENSIVE SERVICE & SUPPLY PROGRAM (CSSP)

Ship to Company Libertarian National Committee

Bill To Company Same

2600 Virginia Avenue, NW, Suite 200

Washington DC 20037

Phone 202.333.0008

Phone _____

Fax 202.333.0072

Fax _____

Contact Robert Krause

Accounts Payable _____

Email robert.kraus@lp.org

A/P Email _____

Key Operator _____

Key Operator Phone _____

Key Op Email _____

Key Operator Fax _____

Billing Cycle Period ☒ Monthly ☐ Quarterly ☐ Annual ☐ BSP

Model	Serial #	EQ ID #	Black Min Usage	Black Min Adv Billing \$	Black Per Copy Chg.	Color Min Usage	Color Min Adv Billing \$	Color Per Copy Chg.
<u>C4542</u>			N/A	0.00	.0098	N/A	0.00	.079

TERMS and CONDITIONS

In order to assist its customers in maintaining their equipment in efficient operating condition, Commonwealth Copy Products, Inc. T/A Commonwealth Digital Office Solutions (hereinafter called "CCP") offers this twelve month price protected contract and agrees to:

1. Maintenance Service for the equipment shall be billed at the rates specified. Per meter charge is defined as a single sided 8 1/2 x 11 page copy.
2. All service calls will be made during regular business hours at no extra charge (8:30 am to 5:00 pm, Monday through Friday, excluding holidays). All service calls made during non-regular business hours shall be charged at CCP's then prevailing rates. No service will be performed outside of the Baltimore-Washington Metropolitan Area.
3. CCP will replace, without charge, parts which have been broken through normal use and are necessary for machine servicing and maintenance adjustments. Excluded from this agreement are installation charges for added accessories or options and Integration Services needed after the initial install date. Additionally excluded from this agreement are Print Controller devices, NIC Cards, Densitometer Adjustments and all other devices and corresponding hardware and software related to Printing, Network Scanning, and Network Faxing. All items related to Printing, Network scanning, and Network Faxing can be covered under the separate Integration Services and Maintenance Agreement.

**COMPREHENSIVE SERVICE & SUPPLY PROGRAM
(CSSP)**

CSSP 07-09-12
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4. CCP will supply, based on average monthly usage, without charge to the customer all supply items to include toner, developer, drums/imaging unit/masters, heater/fuser/web rollers, maintenance kits and where appropriate, fuser oil, unless excluded here:

5. CCP will perform the routine maintenance replacement of the above supplies. CCP shall have no obligation to make ordinary changes of toner or to perform key operator functions.

6. Excluded from this agreement are shipping charges; paper; throughput materials such as transparencies, repro-film; labels, equipment moves, staples and installation of staples.

7. This agreement shall not apply to repairs made necessary by accident, misuse, abuse, neglect, theft, vandalism, electrical power failure, fire, water, other casualty, damage to the equipment caused by repairs by someone other than an authorized CCP representative or as a result of utilizing supplies obtained from someone other than CCP. This agreement shall also exclude improper operation or maintenance of equipment or defects or damage resulting from in-transit handling, by other than a CCP approved vendor. Customers wishing to have equipment moved by an other than CCP approved vendor will be required to have an authorized CCP representative do a Pre and Post Move Inspection of the equipment, at the then prevailing rate, in order to maintain this CSSP agreement. This agreement also does not include any consequential damage to persons or property due to loss or interruption of service or from use of any CCP products.

8. The customer shall provide electrical service of 120 volts (+5%-10%), at 60 Hertz A/C and sole/dedicated use of a 15/20 Ampere (+5%-10%) circuit. For Production Print Copiers the customer shall provide 220 volts (+5%-10%), at 60 Hertz A/C and sole/dedicated use of 20/30 Ampere (+5%-10%) circuit. Electrical specifications are model specific in accordance with manufacturer's current recommended criteria and subject to change, as manufacturer's require.

9. The equipment shall be operated in an environment free of dust, humidity, hazardous chemicals, or erratic temperature changes and shall be operated within the manufacturer's recommended space requirements.

10. The customer will notify CCP promptly when service or preventive maintenance for the equipment is required. In addition, the customer will replenish required supplies as indicated by the manufacturer. The customer is responsible to provide meter readings promptly to CCP when requested. It is understood that copies run by service personnel are necessary for the proper maintenance of the equipment and are included in this agreement.

11. CCP shall not be responsible for the delay or inability to provide service calls due to strikes, accidents, embargoes, acts of God, or any other event beyond its control.

12. This agreement cannot be assigned without the knowledge and consent of CCP and is automatically terminated with respect to the particular machine, should the equipment it covers be sold or otherwise transferred to a third party. Should CCP, not be notified of such transfer or assignment, customer accepts responsibility for all charges generated for the machine covered until such notice is given. Subsequent to the initial twelve month term, said rates are subject to change by CCP.

13. The amount of this agreement shall be increased by an amount equal to any applicable tax now or hereafter assessed, levied or imposed by any federal, state, or local authority.

14. Commencing with the date of installation, this agreement is effective only when received and accepted by an authorized CCP representative and shall continue thereafter until either party terminates it as provided herein. Payment will be made in accordance with the terms Net Due Upon Receipt from date of invoice. Customer fully understand and accepts CCP's credit terms. If nonpayment occurs, CCP has the option to immediately stop all support for the customer and reserves the right to cancel the agreement. In addition to the payment then owing, a sum equalling 1.5% of the payment due for each month that the payment is delinquent shall also be due. Customer shall be responsible for any costs and for reasonable attorneys fees incurred by CCP to collect delinquent payment from the customer.

15. Subsequent to the initial twelve month term, this agreement can be cancelled by either party by one party giving the other party at least 30 days prior written notice. Upon cancellation CCP reserves the right to charge the customer for supplies shipped/installed by CCP during the contract period on a prorated basis. Prorated charges will be calculated from the order/install date to the cancellation date based on manufacturer's recommended yields for each supply item. This includes but is not limited to the following supplies: developer, drums/imaging units, fuser oil, cleaning/web/heater rollers (upper and / or lower), maintenance kits and toner. Customer may return unopened prorated supplies previously shipped by CCP, for credit consideration pursuant to a CCP issued return authorization. Advance Base Rates will not be refunded.

16. This constitutes the entire agreement between the parties and this agreement may not be amended or waived hereafter except in writing signed by the parties. Customer understands and hereby acknowledges that CCP has not made and is not bound by any oral or written representations made by its sales personnel which do not appear on this agreement. The courts of the Commonwealth of Virginia shall have exclusive jurisdiction and venue regarding any controversy or claim between the parties.


Authorized Signature


Title

04 29 '14
Date

✓ Robert S. Kravitz

Authorized Name (Please Print)

BY: Authorized CCP Representative

Date

SHIP TO NAME: Libertarian National Committee

BILL TO NAME: Same

2600 Virginia Avenue, NW, Suite 200

Washington DC 20037

PHONE 202.333.0008

PHONE _____

FAX 202.333.0072

FAX _____

CONTACT Robert Krause

CONTACT _____

EMAIL ADDRESS robert.kraus@lp.org

EMAIL ADDRESS _____

LIST MODEL(S) & ID(S): KM bizhub 4542

Period Covered: First year or 5 hours, which ever comes first, included at no charge from initial equipment install date, if integration is performed by CCP, Inc. Option renewal for \$595.00 plus tax per year, per location for machines listed on this agreement.

TERMS and CONDITIONS: In order to assist its customers in maintaining their equipment in an efficient operating condition, Commonwealth Copy Products, Inc. dba Commonwealth Digital Office Solutions (hereinafter called "CCP") offers this twelve month contract and agrees to furnish maintenance and support service for the equipment described and at the rates specified above upon the following terms and conditions. Subsequent to the initial optional renewal, said rates are subject to change.

1. Integration Services Support and Maintenance Agreement charges are payable in advance at the rate shown. The agreement becomes effective on the date specified above, provided CCP has received payment of the charges. Integration Services Support and Maintenance Agreement charges for subsequent periods will be billed at CCP's then prevailing rates for the product or products covered. Annual remittance for contractual service covers total of 5 hours support, time to include lab time and on-site visits (1 hour minimum, then 15 minute intervals) and phone support (15 minute minimum, 15 minute intervals), in any combination through dates specified above. If the contract is not renewed or expires by time (5 hours) or expiration date, any service performed, parts or components installed will be charged to the customer at CCP's then prevailing rates.
2. An integration will consist of the Integrator instructing the customer's IT representative how to install the print drivers onto the customer's service and the installation of drivers and any software and utilities used by the network copier/scanner/printer on one of each operating system the customer has available at install. The initial integration performed by a CCP integrator not scheduled at the initial sale or initial equipment installation, or services required for items not listed on the initial connectivity questionnaire may be billed at CCP's prevailing rates.
3. All service calls will be made during regular business hours at no extra charge (8:30am to 5:00pm, Monday through Friday, excluding holidays).
4. CCP will replace without charge parts, boards, and/or associated components which have been broken through normal use and are necessary for servicing, adjusting, upgrading, or for any required modification. Excluded from this agreement are equipment upgrades necessitated for any reason, application specific software and or upgrades to products not provided by CCP unless listed here:

Also excluded from this agreement is support made necessary by a customer change to their network configuration or software, customer requested or customer installed modifications, equipment, re-integration of equipment made necessary by causes other than covered equipment failures or updates, firmware or installation of any other accessories or options added after the initial installation date.

5. This agreement shall not apply to repairs made necessary by accident, misuse, abuse, neglect, theft, vandalism, electrical power failure, fire, water, other casualty, or damage to the equipment caused by repairs by someone other than an authorized CCP representative. This agreement shall also exclude defects or damage resulting from in-transit handling by other than CCP personnel or authorized representatives, or improper operation or maintenance of equipment. Nor does it include any consequential damage to persons or property due to loss or interruption of service or use of any CCP provided products.
6. Nor will this agreement apply to the replacement or repair of electronic circuit boards in units unprotected from power surges by a CCP approved surge protector.
7. The customer shall provide electrical service of 120 volts (+5%-10%), at 60 Hertz A/C and sole/dedicated use of a 15/20 Ampere (+5%-10%) circuit. Some Print Production copiers require electrical service of 220 volt (+5%-10%), at 60 Hertz A/C and sole/dedicated use of a 20/30 Ampere (+5%-10%) circuit. Electrical specifications are model specific in accordance with manufacturer's current recommended criteria and subject to change, as manufacturer require.
8. The equipment shall be operated in an environment free of excess dust, humidity, hazardous chemicals, or erratic temperature changes and shall be operated within the manufacturer's recommended space requirements, if any.
9. It shall be the customer's responsibility to perform routine backups of their networks, application software, and data. CCP shall not be responsible for any loss of data associated with or related to any inoperable or malfunctioning Print Control Device and/or related component. Service and maintenance support provided under this agreement does not include repairs, replacement parts and labor caused by, arising from, related to, or made necessary by operating system changes to application software, firmware or other programmed code internal or external to covered equipment.
10. CCP shall not be responsible for the delay or inability to provide service due to strikes, accidents, embargoes, acts of God, or any other events beyond its control.
11. This agreement is not assignable and is automatically terminated, with respect to the particular device, should the equipment it covers be sold or otherwise transferred to a third party or the cancellation of the Comprehensive Service and Supply Agreement (CSSP) for the copier.
12. The amount of this agreement shall be increased by an amount equal to any applicable tax now or hereafter assessed, levied or imposed by any federal, state, or local authority.
13. This agreement will be renewed automatically for similar twelve month periods upon payment of invoice rendered at the end of the specified period. Either party may terminate this agreement with 30 days written notice prior to the end of the agreement period. This agreement is non refundable subsequent to its effective date.
14. This constitutes the entire agreement between the parties and this agreement may not be amended or waived hereafter except in writing signed by the parties. Customer understands and hereby acknowledges that CCP has not made and is not bound by any oral or written representations made by its sales personnel which do not appear on this agreement. The courts of the Commonwealth of Virginia shall have exclusive jurisdiction and venue regarding any controversy or claim between the parties.

Customer Signature [Signature]

Name Robert Kraus

Date 04/25/14

Please Print

Authorized CCP Signature _____

Date _____


Please list the Commonwealth equipment that will be monitored under the We Care program (Model or ID number):

KM bizhub 2454e

Please list any other equipment that you wish to be monitored for meters only (Manufacture & Model or ALL on network):

: End-Customer Acknowledgement:

On behalf of my organization, I have reviewed the **Data Collection Agent** software installation form information as well as the Security Policy Explanation and will permit Commonwealth Digital Office Solutions consultants to install the **Data Collection Agent** software on the Libertarian National Committee (Company Name) network.

Commonwealth Representative	Customer's Representative
Organization: Commonwealth Digital Office Solutions	Organization: Libertarian National Committee
Address: 21205 Ridgetop Circle	Address: 2600 Virginia Ave, NW, #200
City/State: Sterling, VA	City/State: Washington, DC 20037
Name:	Name: Robert Kraus
Title:	Title: Dir of Ops
email Address:	email Address: Robert.Kraus@lp.org
Date:	Date:
Signature:	Signature: 

COMMONWEALTH[®]

DIGITAL OFFICE SOLUTIONS

"V.I.P ADVANTAGE SERVICE"

1. **12 MONTH MONEY BACK GUARANTEE:** If you are not satisfied with your equipment and we are unable to satisfy the problem, you will receive a full refund within 12 months of delivery. If after 12 months passes and you become dissatisfied with your equipment, we will replace it with a like machine, within the lease term at no charge.
2. **RESPONSE TIME GUARANTEE:** If we fail to service your equipment (35 ppm or faster - Color) and (50 ppm or faster - Black) within a 4-hour period, from the time of your call you will receive one month's free service including supplies based on your monthly minimum CSSP allowance.
3. **UPTIME GUARANTEE:** If your equipment does not operate for a minimum of 98% of normal business hours in any year, we will credit your account for two months of CSSP minimum charges.
4. **FREE OVERHAUL GUARANTEE:** We will overhaul your machine **FREE OF CHARGE** for up to seven years if needed.
5. **GUARANTEED MAINTENANCE PERIOD:** We will provide service, parts, labor and supplies for your machine for a minimum of seven years.
6. **RETROFIT / SOFTWARE UPGRADE GUARANTEE:** You will not be charged for upgrades or retrofits from the manufacturer for up to seven years.
7. **24-HOUR SERVICE GUARANTEE:** You will have our technicians on call 24 hours a day, 7 days a week, at no extra charge.
8. **COMPREHENSIVE SERVICE GUARANTEE:** We will provide **ALL** parts, **ALL** labor, and **ALL** supplies, except paper, throughput materials and staples under **COMMONWEALTH's** Comprehensive Service & Supply Plan at one low charge, billed monthly in arrears, cancellable upon 30 days written notice.
9. **MANUFACTURER CERTIFICATION GUARANTEE:** All of Commonwealth's technicians are manufacturer certified and trained to work on your equipment.
10. **INTEGRATION GUARANTEE:** All of your applications are pre-tested in our lab by our certified systems engineers guaranteeing your total satisfaction upon installation. You will have direct lab access to our engineering team for the term of your contract.

This guarantee applies to equipment that was originally purchased by you from Commonwealth and continually maintained by Commonwealth under our CSSP. This guarantee does not convey nor may it be assigned. Your account must continually be current, including lease or rental payments. All buyouts paid by Commonwealth will be deducted from refund. Commonwealth must be notified by registered letter within 12 months of installation date. Free Service and Supply guarantee and uptime guarantee relates to calls placed pursuant to a copier totally incapable of making a copy. All trade-ins are Commonwealth's property. This guarantee is not applicable to equipment damaged or destroyed due to an act of God.

Original Unit (Make & Model) Konica Minolta bizhub 2454e

Serial Number _____ Date of Order _____

Corporate Name Libertarian National Committee

VIP 07-12

**Commonwealth Digital Office Solutions
Data Collection Agent (DCA) Installation Agreement Form**

Introduction

Commonwealth is pleased to work with your organization in setting up the We Care program. The goal of the program is to relieve the customer of the day to day responsibilities associated with the normal operation of the equipment, such as calling in for a service call, reporting meters or ordering supplies for the machine. As a part of the program, Commonwealth requires a Data Collection Agent (DCA) tool to be utilized to capture device information such as service meters, service codes and supply levels. The Data Collection Agent (DCA) software is installed on a networked workstation or application server, and allows for on-going data capture during predetermined intervals of time.

Technical Requirements

Hardware, Software and Network Requirements for the Data Collection Agent (DCA)

- Windows XP and Windows Server 2003, Windows Vista, Windows Server 2008, Windows 7
- Windows Server 2000 (but not MSDE) and 2005

Please note that we do not state minimum values for processor speed or RAM. However, when evaluating the usability of servers, speed and memory should be as close to the following recommended levels as possible.

- Windows 2003 Application Server Pentium 4 3.2 GHz or better
- 4 GB available RAM
- 200 MB free hard disk space

As part of the discovery process, the DCA first attempts to find a device and then tests to see if that device is a printer. Security software in the network may register these actions as suspicious. To avoid these false positives, the security software should be configured to ignore requests issued from the IP address where the DCA monitoring software runs.

Details of the DCA network discovery activities:

1. DCA performs broadcasts to find devices and routers.
2. DCA performs ping sweep to find network devices.
3. DCA scans the following ports to find printers:
 - 161 SNMP to see if SNMP is available. SNMP is used to collect data.
 - 80 HTTP to see if there is an embedded web server. HTTP is used to collect data.
 - 9100 Print protocol for printers, used to collect data.
 - 1650 Same as 9100.
 - 631 IPP print protocol, used to collect data.

Additional Network Security details are provided in Addendum "A" of this document. Please review these to ensure your understanding.

Exhibit A

Security Information Related to the Automated Data Collection (DCA) Tool

Overview

DCA (Data Collection Agent) is a secure downloadable software program that in and of itself cannot harm a computer system or network, or endanger any private information.

System Requirements:

- Hardware-the DCA resides on a non-dedicated server, powered on 24 hours a day, 7 days a week. If a server is not available, the DCA can be installed on a desktop computer system powered on 24/7, but there is a risk of transmission difficulties.
- Operating System-Windows 2000, XP, Server 2003, Vista, Server 2008, Windows 7
- Network card-100mbit or higher, must only have one active network card
- RAM-256 MB or higher
- Microsoft .NET Framework 2.0 installed
- Internet connected browser

The DCA should not be installed on a laptop. If installed on a device employing VPN there is a risk of data loss due to the extended transmission times.

Communication Types

The communication methods available to the DCA are HTTPS, HTTP, and FTP. HTTPS is the preferred method as it encrypts the data during transmission to the server.

- The transmission interval default is 60 minutes, but can be adjusted so that scans occur every 30 minutes, or other intervals as desired. Make sure there is enough time for the DCA to collect and transmit data, prior to the next collection.
- Options under the Help Menu connect to the Internet allowing product updates and online help.

Collected information is confidential

The DCA's transmission of data is to a secure server and access to the data is limited to agents of the company involved with the account. The collected information is completely confidential unless shared by the client with other parties.

Discovery Process

The DCA sends a request over the network and applicable printing devices send the requested information back. The amount of bandwidth that the scan takes is comparable to that used when viewing a single web page.

The DCA saves the information in a queue file until it is sent to the server, at which time the information is stored on the local hard drive in an archive file. The information that is captured and transmitted is Device Name, Supplies, Status, Count, Serial Number, IP Address, Location (if entered), and Last Active time for the device.