



# Legal Terms of Service

## NOTARY CONNECT STARTER AND STARTER+

### **Snapdocs, Inc.**

440 N. Barranca Ave., #2220

Covina, CA 91723

**Order Effective Date:** Date of Payment Info Submission & Agreement of Terms of Service

**Order Term:** 12 Months

### **Notary Connect Starter Services & Fees**

The Snapdocs Notary Connect Starter and Starter+ Services will enable the completion of notary scheduling orders (each, an “Order”) when requested by Customer via Snapdocs’ online platform.

<b>Service</b>	<b>Fee*</b> (Annually or Quarterly)	
<b>Snapdocs Notary Connect Starter and Starter+</b>  The Snapdocs Notary Connect Starter Services includes access to Snapdocs’ web-based platform where Orders can be created, fulfilled, managed, invoiced and reported. These Services include access to a database of mobile notaries, Snapdocs Automator (notary texting and selection), compliance credentials, communication and document transfer tools. Snapdocs auto-close logic automatically closes transactions after a set period of inactivity (by default, 30 days).	<b>Notary Connect Starter</b>	
	If billed annually, <b>\$4,860</b>	Up to 300 Orders per year**
	If billed quarterly, <b>\$5,400</b> (billed \$1,350 each quarter)	Up to 300 Orders per year**

\*Fees for Notary Connect Starter and Notary Connect Starter+ do not include any applicable



notary fees, all of which will be Customer's responsibility.	<b>Notary Connect Starter+</b>	
**Customer will not be able to complete more than the described number of Orders per year on the Snapdocs Platform absent a mutually agreed and executed updated Order Form or Amendment.	If billed annually, <b>\$8,640</b>	Up to 600 Orders per year**
	If billed quarterly, <b>\$9,600</b> (billed \$2,400 each quarter)	Up to 600 Orders per year**

## Invoicing

Snapdocs Notary Connect Starter Service Fees will be billed in advance, annually or quarterly (based on Customer's selection). Customers are required to maintain a valid credit card that will be used for billing and payment purposes. Customer agrees to provide such credit card on or before the Order Effective Date and agrees to update such credit card as necessary. Services may be suspended if, at any time, Snapdocs is unable to process payment. The payments described above are fully-committed and non-refundable. Unused Orders shall be deemed forfeited and no refunds will be issued.

## Implementation

Snapdocs agrees to provide the Implementation Services, as described in more detail on Exhibit A.

## Additional Terms

- Master Agreement.** The Parties agree that the provisioning of all Orders through these Legal Terms of Service shall be (i) deemed an "**Order Form**" and (ii) governed pursuant to the terms set forth herein and the Master Services Agreement ("MSA"). Capitalized terms used but not defined herein will have the meanings given in the MSA.
- Automatic Renewal.** This Terms of Service will automatically renew for consecutive 12-month renewal periods unless either party provides written notice of non-renewal no fewer than 30 days before the end of the current term. Unless otherwise communicated or agreed by Snapdocs in writing, the fees described in this Terms of Service will automatically increase by three percent (3%) for each such renewal period.



## **Exhibit A**

### Implementation Services and Continuous Support

#### **Notary Connect STARTER Implementation**

The Snapdocs implementation team will assist with onboarding the Customer as reasonably necessary to enable the Services described in the Terms of Service.

The Notary Connect Starter Implementation may include:

- Configuration of standard settings on the Snapdocs' Notary Connect Platform
- One-hour training session to review how to:
  - set up and configure the core Snapdocs settings
  - use the system including order workflow, creating and managing orders and reviewing order details.
- Customer will be provided a dedicated implementation representative for up to 15 days. Any support or implementation issues that arise thereafter should be routed through Snapdocs' Support team as described below.

#### **Continuous Support**

In order to facilitate Customer's use of the Snapdocs Services described in the Order Form, Customer may access the online Snapdocs Help Center at <https://support.snapdocs.com/> or contact Snapdocs Support at 833-762-7362 or support@snapdocs.com.