Stewart Business Connectivity Agreement
Scope of Work

OVERVIEW

Thank-you for choosing Stewart Business Systems ('SBS'), as your digital output solutions provider. We staff certified copier, printer, computer and/or network engineers to meet your digital output needs. SBS has developed the Scope of Work to provide a complete explanation of the installation process and detail all items that are to be completed.

STEWART BUSINESS SYSTEM`S RESPONSIBILITIES

1. The Integration Specialist(s) agrees that all information is CONFIDENTIAL and may not be disclosed without consent unless court ordered.
2. Review your Network Analysis Form and explain any possible limitations and/or configuration recommendations.
3. Connect the Copier/Printer to the tested network port with provided patch cable.
4. Configure the Copier/Printer for Windows based servers and/or any Peer to Peer networks.
5. Install and configure print drivers on up to five workstations.
6. SBS will assist your Network Administrator on any UNIX or HOST configurations, however please be advised that SBS's Integration Specialists are not certified or trained on any Unix or Host systems. (DOS based printing, Windows 95, 98, ME, or NT are not supported)
7. Train one client IT staff member on server and workstation print driver installation and configuration.
8. Any subsequent driver or software installations to be provided by SBS that are a result of a reinstallation or upgrade of an operating system, network operating system, or any other issue not related to a hardware failure, may result in an hourly service charge at SBS's prevailing rates.
9. It is recommended that you have a qualified IT person available to assist in the installation of the print, scan, and/or fax drivers. SBS may require Network Administrator privileges.
10. SBS is not responsible for any loss of data, third party software incompatibilities, or hardware failures as a result of the print, scan, or fax driver installation.
11. SBS wants to ensure that your new printing environment exceeds your expectations. Your SBS installation entitles you to 30 days of printing support, excluding wiring and non-SBS hardware, from the network installation date of your new copier/printer, *provided that your network environment has not changed as defined in your Network Analysis Form.* If your printing issue is not directly related to your new copier, printer, or solution, SBS will work with your company to provide possible courses of action which may help get your device working

CLIENT COMMITTMENT

		Y/N
1.	Provide a tested network port and patch cable near the Copier/Printer or a Printer Cable for a stand-alone installation	[ ]
2.	Ensure that a Network Administrator and or equivalent will be available during the installation process	[ ]
3.	Perform a full, verified backup and Network Virus Scan of your network	[ ]
4.	Update all network servers, workstations and software packages with the latest service packs	[ ]
5.	All software is legally licensed and registered	[ ]
6.	Provide necessary cable and cabling.	[ ]
7.	Provide dedicated an correct power requirements, power/network filters, sources and outlets	[ ]
8.	Network Administrator or equivalent completes signs and returns the Network Analysis Form and Scope of Work	[ ]
9.	Provide minimum Copier Space Requirements	[ ]

Acceptance:

[ ] I have read and accept the terms of this Connectivity Scope of Work Agreement.

Decline:

[ ] I have read the Connectivity Scope of Work Agreement and elect to decline any/ all assistance from SBS regarding the installation of the network copier/printer. SBS is under no obligation to perform network services.

Authorized By:

_____

Signature Date

_____

Name

Installation appointments will be coordinated and confirmed in advance.
A re-scheduling fee of $150 will apply if client fails to notify SBS 24 hours in advance.