



**APPENDIX G
(1 OF 2 PROFESSIONAL SERVICES SAMPLE ORDERING DOCUMENTS)**

**PROFESSIONAL SERVICES
FIXED PRICE ENGAGEMENT CONTRACT ORDERING DOCUMENT**

Customer Name:

Customer Address:

“Customer” as used in the Ordering Document shall be understood to mean the Authorized User executing this Ordering Document.

This Ordering Document (“OD”) shall be governed by the terms of the **University of Texas System Master Agreement 2004** (the “Agreement”) between the University of Texas System and Oracle Corporation (“Oracle”).

A. SERVICES

1. Oracle’s Obligations

1.1 Description of Services

Oracle will provide the following Services to Customer:

(Describe Services)

1.2 Project Timeline/Deliverables/Acceptance Criteria

The Project Timeline, Deliverables and Acceptance criteria are detailed in the following Project Timeline and Deliverable Exhibit:

(Insert project timeline, deliverable and acceptance criteria.)

1.3 Acceptance Procedure

(Insert description of acceptance procedure.)

2. Customer’s Obligations and Assumptions

2.1 Customer’s Obligation

Customer shall be responsible for completing the following Tasks:

<u>TASK</u>	<u>DUE DATE</u>
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(List all tasks for which Customer is responsible (e.g. providing business process flows, cleansing or converting data, acquiring hardware, etc.)

2.2 Oracle Assumptions

The Description of Services, the Project Timeline and Deliverable Exhibit, and Fee(s) set forth in this OD are based upon information the Customer has presented to Oracle and the following assumptions:

(List all project conditions that, if different than assumed, might affect Oracle's ability to perform Services (e.g. Customer's data has been properly converted and is not corrupt, Customer's staff is qualified to assist, Oracle will perform Services during normal business hours, etc.)

B. FEES AND PAYMENTS

1. Fees

Customer shall pay to Oracle a Fee of _____dollars (\$_____) for Services described in this OD. Once a Deliverable is accepted (or is deemed to be accepted), the Fee specified above shall become due and payable in accordance with Chapter 2251, Texas Government Code.

2. Invoices

Fees will be invoiced monthly, unless otherwise stated in Section B.1 of this OD. Expenses will be invoiced monthly. All invoices shall be paid within thirty (30) days of the receipt of invoice in accordance with Chapter 2251, Texas Government Code.

3. Purchase Order

The purchase order will reference the Agreement.

4. Purchase Order Number

Purchase order number. _____ has been provided to Oracle as of execution date of this OD.

5. Customer Billing Accounts Payable Contact/Mail Invoices To:

Name:	
Address:	
Telephone:	
Fax:	
E-Mail:	

C. PROJECT INFORMATION

1. Oracle Project Manager/ Contact Information

Name:	
Address:	
Telephone:	
Fax:	
E-Mail:	

2. Customer Project Manager/ Contact Information

Name:	
Address:	
Telephone:	
Fax:	
E-Mail:	

3. Oracle Contract Manager/Contact Information

Name:	
Address:	
Telephone:	
Fax:	
E-Mail:	

(AUTHORIZED USER)

ORACLE CORPORATION:

By: _____

By: _____

Name (Print): _____

Name (Print): _____

Title: _____

Title: _____

Effective Date: _____