

SERVICE AGREEMENT TERMS AND CONDITIONS
for Electronic Mechanical File Systems

Mechanical service will be provided to the customer by **Office Interiors of Virginia, Inc.** for the equipment listed during the established business hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays. All prices quoted herein are based on the understanding that all equipment will be used in a standard 40-hour week by a single shift.

Maintenance provided will be on an on-call basis and includes repair of both electrical and mechanical components of the unit(s) with the following exclusions, (1) Motors/Gearbox, (2) Lamps and Lighting, (3) Unit Carriers, (4) Cosmetic Panels.

Preventative maintenance, twice per year or as required, will be performed during regular business hours, which consists of inspection, lubrication, adjustment and/or replacement of unserviceable worn parts.

New or rebuilt parts will be provided on an exchange basis only when installed by **Office Interiors of Virginia, Inc.** Technician(s).

Maintenance service and parts replacement does not cover repairs or parts required due to abuse, accident, fire, misuse, or water, nor does it cover changes in-set up or location.

Either party may terminate this agreement upon written notification to the other party, given not less than 30 days immediately prior to the anniversary date of this agreement, or the agreement will automatically renew for a period of one (1) year.

Office Interiors of Virginia, Inc. reserves the right to examine equipment prior to acceptance or renewal of this agreement; and in the event the unit requires service, overhauling, or rebuilding, an estimate will be submitted for the customer's approval before any work or agreement begins.

This agreement constitutes the entire contract between the parties and can not be amended except in writing signed by both parties.

UNIT SERIAL NUMBER

UNIT MANUFACTURER: _____	MODEL: _____
CONTACT: _____	PHONE: _____
ADDRESS: _____	CELL: _____
_____	FAX: _____
CONTRACT PERIOD: START: _____ END: _____	FEE: \$895 per year

_____ OFFICE INTERIORS OF VIRGINIA, INC. / OI-TECH, INC.	_____ CUSTOMER SIGNATURE	_____ DATE
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