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KeyMark SC State Term Contract – Hyland Purchase Order and Invoicing Process

In the case of Hyland direct customers:

1. Hyland works with customer to develop requirements and quotes software and services.
2. SC Agency/Customer places Purchase Order with KeyMark at the following address:

c/o Hyland Software, Inc.

28500 Clemens Road

Westlake, OH 44145

[Purchase.orders@hyland.com](mailto:Purchase.orders@hyland.com)

The Purchase Order will reference the KeyMark SC State Term Contract number.

The Purchase Order will contain this language, or something similar, subject to agreement by the parties:

“This purchase order is issued pursuant to the agreement and authorization of KeyMark for the delivery of software and services by Hyland Software, Inc., an authorized dealer under KeyMark’s SC State Term Contract.”

1. Hyland delivers software and services per customer requirements.
2. Upon receipt, inspection & acceptance of the Purchase Order, Hyland will invoice customer referencing the Purchase Order number.
3. Customer remits payment to Hyland referencing Purchase Order number.