

Equipment and Supplies Order Form Order #



Order Date: \_\_\_\_\_  
 Del. Date: \_\_\_\_\_  
 Sales Person: Sara Luna

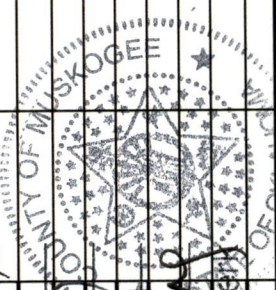
For Internal Use Only  
 Customer # \_\_\_\_\_  
 P.O.# \_\_\_\_\_

**Bill To:** Muskogee County Assessor  
 Address: 400 W. Broadway Suite 210 P.O. Box  
 City: Muskogee State: OK Zip: 74401  
 Phone: 918-682-8781 Ext: \_\_\_\_\_  
 Attention: Ron Dean Title: Muskogee County Assessor

**Ship To:** Muskogee County Assessor  
 Address: 400 W. Broadway Suite 210 P.O. Box  
 City: Muskogee State: OK Zip: 74401  
 Phone: 918-682-8781 Ext: \_\_\_\_\_  
 Attention: Theresa Caves Title: Admin Assistant

QTY	EQUIPMENT DESCRIPTION / PRODUCT NUMBER	Serial #	Build Out	QTY	ORDER SUMMARY [Special Instructions]	Unit Price	Total Price
1	Sharp 70C36 w/ 1 x 550 Sheet Drawer+2,100 tandem, drawer, fax,center exit tray,						
1	Sharp 70M45 w/ 1 x 500 Sheet Drawer+2,100 , tandem,center exit tray,						
					Monthly Lease Payment	\$276.30	
					Lease Type FMV		
					Lease Term 60		
					Maintenance Agreement	\$136.91	
					# B&W prints included monthly	15,167	
					# Color prints included monthly	1,042	
					B&W overages billed monthly @	0.0070	
					Color overages billed monthly @	0.0490	
					Sales tax		\$0.00
					<b>TOTAL</b>		<b>\$276.30</b>

25th day of Nov 2024  
 Chairman \_\_\_\_\_  
 Member \_\_\_\_\_  
 Member \_\_\_\_\_  
 Attest: \_\_\_\_\_  
 County Clerk



I hereby authorize Preferred Business Systems to deliver and install the above listed equipment and supplies and/or pick-up and trade-in equipment listed. I further state that the trade-ins listed are free and clear of all liens and are the property of Preferred Business Systems.  
**All invoices Not Paid in 30 Days Will Be Charged 1.5% Finance Charge**

Order Authorized By: Theresa Caves Title: Assessor Date: 11/25/24

Trade-In Make/Model: \_\_\_\_\_ SN: \_\_\_\_\_  
 Accessories: \_\_\_\_\_  
 Pay-Off To: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Cash with Order: \_\_\_\_\_ Cash on Delivery: \_\_\_\_\_  
 Type: \_\_\_\_\_ Dot Com: \_\_\_\_\_  
 Lease Term: Months \_\_\_\_\_ FMV: \$1 Buyout: \_\_\_\_\_  
 Payment with Order: \_\_\_\_\_ Payment in Full: \_\_\_\_\_  
 Doc # 20240219

Order Accepted for Preferred Business Systems  
 Title \_\_\_\_\_ Date \_\_\_\_\_



## Preferred Lease and Management Program

Dear Customer, We've written this Cost Per Copy Lease Agreement (this "Agreement") in simple and easy-to-read language because we want you to understand its terms. Please read your Agreement carefully and feel free to ask us any questions you may have about it. We use the words "you" and "your" to mean the Customer. The words "we", "us" and "our" refer to the Owner indicated below. Agreement # \_\_\_\_\_

Customer Name <b>Muskogee County Assessor</b>		Address 400 W. Broadway Suite 210		
City Muskogee	County 0	State OK	Zip 74401	state of incorp Organization
Supplier Name <b>Preferred Business Systems</b>		Address 7633 E. 63 Pl. #110		
City Tulsa	County Tulsa	State OK	Zip 74133	
Owner/Lessor Name <b>Dotcom Leasing LLC</b>		Address 7633 E. 63 Pl. #110		
City Tulsa	State OK	Zip 74133	Attention Darlene Wolfinbarger	

**Provision of Equipment.** We agree to provide to you the equipment listed below (the "Equipment"). You promise to pay us the Minimum Monthly Usage Payment and Lease Overages according to the payment schedule shown below.

Quantity	Manufacturer & Model	Quantity	Manufacturer & Model	Serial #
1	Sharp 70C36			
1	Sharp 70M45			

Equipment to be new unless otherwise noted as;  used  reconditioned  
 Equipment location. if other than customer's address above.

Address 400 W. Broadway Suite 210	City Muskogee	County	State	Zip 74401
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### 2. Term, payment schedule and per copy charges.

Term [Months]	Base Cost [Per Copy Charge]	Number of Copies/Prints [Minimum Monthly]		Minimum Monthly Usage Payment	Overage Copy/Print Charge		Overage Payment Frequency
		B/W	Color		B/W	Color	
60	PMP	15,167	1042	\$447.10	\$0.0070	\$0.0490	ANNUAL

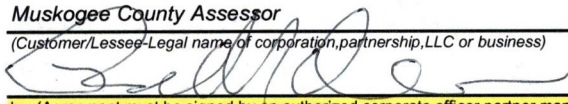
**Initial Payment Amount:** When you sign this agreement you agree to pay us: (a) Documentation Fee of **\$100.00** plus (b) \$ 276.30 as a Security Deposit (1 month payment as security and 1 month payment \$ - in advance) for a total Advance Payment of **\$547.10** plus applicable taxes. plus applicable taxes.

Minimum Monthly Lease Usage Payments are due monthly in advance beginning on the date we accept this Agreement and continuing on the same day of each month thereafter throughout the Term of this Agreement, Payments will be applied first to past due balances, taxes, and late charges, and then to the current amount due. You agree the Minimum Monthly Lease Usage Payment and Lease Overage Copy Charge do not include any taxes that may apply, and that you shall be responsible for paying such taxes as more fully set forth in this Agreement. You agree to pay the Minimum Monthly Usage Payment each month even if you use less than the Minimum Monthly Number of Copies. In addition, you are responsible for each copy made in excess of the Minimum Monthly Number of Copies at the Lease Overage Copy Charge set forth above. You agree to all the terms and conditions shown above and on the reverse side of this Agreement, that those terms and conditions are a complete and exclusive statement of our agreement, and that they may be modified only by written agreement signed by both parties, and not by course of dealing or course of performance. You agree that this Agreement cannot be terminated except as provided for in this Agreement. You agree, represent and warrant that the Equipment will not be used for personal, family or household purposes, and, if applicable, that you are incorporated or organized in the state set forth above, You acknowledge receipt of a copy of this Agreement, We have no obligation to you until we accept this Agreement by signing below.

Accepted on date: \_\_\_\_\_  
**Preferred Business Systems**

**This Agreement is non-cancelable.**  
 Dated: 11/25/2024

Owner/Lessor \_\_\_\_\_  
 by \_\_\_\_\_

**Muskogee County Assessor**  
(Customer/Lessee-Legal name of corporation, partnership, LLC or business)  
  
 by: (Agreement must be signed by an authorized corporate officer, partner, managing member, or proprietor)  
Ron Dean  
 Print Name MUSKOGEE COUNTY ASSESSOR  
 Print Title \_\_\_\_\_



**Guaranty**  
 In the guaranty, I means the person making the guaranty, and you means the Owner Indicated above. I guarantee that the Customer will make all payments and pay all the other charges required under this usage agreement when they are due and will perform all other obligations under the Agreement full and promptly. I also agree that Dotcom and/or PBS, may make other arrangements with the Customer and I will still be responsible for those payments and other obligations. You do not have to notify me if the Customer is in default. If the Customer defaults, I will immediately pay in accordance with the default provisions of the Agreement all sums due under the original terms of the Agreement and I will perform all other obligations of Customer under the Agreement. I will reimburse you for all the expenses you incur in enforcing any of your rights against the Customer or me, including attorney's fees, if this is a corporate guaranty, it is authorized by the Board of Directors of the guaranteeing corporation.

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Corporate Guaranty  
 \_\_\_\_\_  
 Name of Corporation  
 \_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Title

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Personal Guaranty  
 \_\_\_\_\_  
 Guarantor's Signature  
 \_\_\_\_\_  
 Type or Print Name  
 \_\_\_\_\_  
 Address



1. **Payment:** You agree to make payment either in person or by mail. Endorsements on checks you send to us will not reduce your obligations to us. Whenever any payment is not made when due, you agree to pay as, within one month, a late charge of the greater of ten percent (10%) of the payment or \$35.00 for each delayed payment to cover our internal operating expenses arising as a result of each delayed payment, but only to the extent permitted by law. You agree to pay a charge of \$35 for each check returned for non-sufficient funds or other reasons.
2. **Automatic Renewal:** The renewal period will be on a 12 month basis. 30 day written notice is required, informing us that you do not want the contract renewed. If you elect to return the Equipment at the expiration of the Term or any renewal term as described above, you agree to return the Equipment in accordance with Section 9 of this Agreement. Upon your election to return the Equipment as described above, we may charge you an Equipment return fee of up to \$75.00.
3. **Ownership of Equipment:** Article 2A Finance Lease, Security interest. We are the owner of the Equipment and have title to the Equipment. YOU agree this Agreement constitutes a Finance Lease under Article 2A of the Uniform Commercial Code and, to the extent permitted by applicable law, you hereby waive any and all rights and remedies conferred upon you under Sections 2A-303 and 2A-508 through 522 of the Uniform Commercial Code. In the event it is determined that this Agreement creates a security interest, you hereby grant to us a security interest in the Equipment.
4. **Maintenance and Supplies:** The charges established by this Agreement include payment for the use of the designed equipment and accessories, supplies, copies and maintenance per the terms of this Agreement. You will not withhold payment of any amounts due or otherwise default under this Agreement by reason of any claim that we or the supplier have failed to honor the obligations hereunder.
5. **Warranties:** We transfer to you for the Term and any renewal terms of this Agreement all warranties, if any, made by the supplier and/or manufacturer of the Equipment to us. We are not liable to you for any modification or rescission of any supplier or manufacturer warranties. You agree to continue making payments to us under this Agreement regardless of any claims you may have against the supplier or manufacturer of the Equipment. **WE MAKE NO WARRANTY, EXPRESS OR IMPLIED, WITH REGARD TO THE EQUIPMENT, AND HEREBY DISCLAIM ALL IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTY OF MERCHANTABILITY AND THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.**
6. **Location of Equipment:** You will keep and use the Equipment only at your address shown above. You agree that the Equipment will not be removed from that address unless you get our written permission in advance to move it.
7. **Return of Equipment:** If you are required to return the Equipment to us under the terms of this Agreement or otherwise, you shall, at your expense, immediately return the Equipment to any location(s) and aboard any carrier(s) we may designate, properly packed for shipment, freight prepaid and insured, F.O.B. Destination Point as good condition as when delivered to you, ordinary wear and tear excepted.
8. **Loss; Damage; Insurance:** You are responsible for and accept the risk of loss or damage to the Equipment. You agree to keep the Equipment insured against all risks of loss in an amount at least equal to the replacement cost throughout the Term and any renewal terms of this Agreement. You will also carry public liability insurance with respect to the Equipment and the use thereof. You will list us as an additional insured and as loss payee, and give us written proof of this insurance prior to the commencement of the Term. **IF YOU DO NOT GIVE US PROOF OF PHYSICAL DAMAGE INSURANCE AS SET FORTH ABOVE, WE MAY (BUT WILL NOT BE OBLIGATED TO) OBTAIN OTHER PHYSICAL DAMAGE INSURANCE AND CHARGE YOU A FEE FOR IT, OR WE MAY CHARGE YOU A MONTHLY CHARGE EQUAL TO 0.25% OF THE ORIGINAL EQUIPMENT COST DUE TO THE INCREASED CREDIT RISK TO US AS WELL AS TO COVER OUR INCREASED INTERNAL OVERHEAD COSTS OF REQUESTING PROOF OF PHYSICAL DAMAGE INSURANCE FROM YOU.**
9. **Taxes and Fees:** You agree to pay when due all sales and use taxes, personal property taxes and all other taxes and charges, license and registration fees, relating to the ownership, leasing, rental, sale, purchase, possession or use of the Equipment as billed by us. You agree to pay us any estimated taxes when we request payment. You agree that if we pay any taxes or charges on your behalf in excess of the estimated taxes previously collected, you shall reimburse us for all such payments and shall pay us a late charge on such payments if applicable with the next payment. You agree, and we have the right to (a) bill monthly or annually the estimated applicable personal property taxes and (b) bill any remaining estimated amount due upon assessment of such taxes.
10. **Assignment:** YOU HAVE NO RIGHT TO SELL, TRANSFER, ASSIGN OR SUBLEASES THE EQUIPMENT OR THIS AGREEMENT. We may sell, assign or transfer, in whole or in part, this Agreement and/or any of the Equipment. You agree that if we sell, assign, or transfer this Agreement and/or any of the Equipment, the new owner will have the same rights and benefits that we have now and will not have to perform any of our obligations. You agree that the rights of the new owner will not be subject to any claims, defenses, or set-offs that you may have against us.
11. **Default:** If you do not pay according to the terms of this Agreement, or if you break any promises in this Agreement, you will be in default. If you default, we may do one or more of the following: (a) Require that you pay the remaining and any past due Minimum Monthly Usage Payments plus the residual value we have placed on the Equipment, plus all taxes, fees and other charges you owe us, (b) Require that you return the Equipment in accordance with Section 9 of This Agreement, (c) Exercise any other rights and seek any other remedies available to us under the Uniform Commercial Code or any other law, and/or (d) Require that you pay our reasonable attorney fees, recovery fees and actual costs. **THIS AGREEMENT IS GOVERNED BY OKLAHOMA LAW. THE PARTIES AGREE THAT ANY LEGAL ACTIONS RELATING TO THIS AGREEMENT MUST BE INSTITUTED IN THE COURTS OF TULSA COUNTY, OKLAHOMA. YOU WAIVE TRIAL BY JURY IN ANY ACTION BETWEEN US.**
12. **Overage Copy Charges:** You will be responsible for all copies made in excess of the Minimum Monthly Number of Copies. The amount due will be equal to the Overage Copy Charge times the number of copies made in excess of the Minimum Monthly Number of Copies. You agree to comply with any billing procedures as outlined herein, including notifying us of the meter reading at the end of each billing period.
13. **Cost Adjustments:** At the end of the first year of this Agreement and once during each successive twelve month period, we may increase the Base Cost Per Copy Charge by no more than 5% of the then current Base Cost Per Copy Charge.
14. **Facsimile Signatures:** You agree that a facsimile copy of this Agreement bearing authorized signatures may be treated as an original.

Customer's Initials

RD

Guarantor's Initial's



# Credit Application

## CUSTOMER INFORMATION

Legal Company Name		Address		Email	
Muskogee County Assessor		400 W. Broadway Suite 210		tcaves@muskogeeassessor.com	
City	State	Zip	Phone	Fed Tax ID#	
Muskogee	OK	74401	918-682-8781		
Fax	Contact Person	Type of Business		State of Incorp	
	Ron Dean	<input type="checkbox"/> Corp <input type="checkbox"/> Proprietorship <input type="checkbox"/> State of Incorp			
# of year in business under current ownership		# of employees	Business Description		

Billing Address [if different from above]	City	State	Zip
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## LEASE INFORMATION

Description of Product	Payment Amount	
Sharp 70C36 Sharp 70M45	276.30	
Product Cost	Lease Term	Purchase Option
\$13,033	60	<input checked="" type="checkbox"/> FMV <input type="checkbox"/> PMP <input type="checkbox"/> \$1.00

## PERSONAL DATA

Name	Home Address		
City	State	Zip	Social Security #
Title	% Ownership		

## REFERENCE DATA

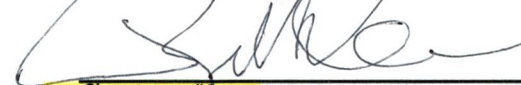
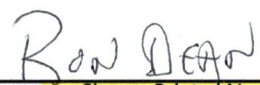
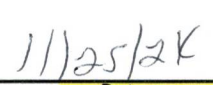
List Present Bank(s) - Previous Bank Is Required If Applicant Has Been At Present Bank Less Than 2 Years

Present Bank of Applicant	Previous or Second Bank of Applicant		
Branch	Phone	Branch	Phone
Name of Bank Officer	Acct. #	Name of Bank Officer	Acct. #

Trade References Name, Adress, Contact Info

1
2
3

Each individual signing below certifies that the information provided in this credit application is accurate and complete. Each individual signing below authorizes you or any assignee or funding source which may be utilized (collectively referred to as "Lenders") to obtain information from the references listed above and obtain a consumer credit report that will be ongoing and relate not only to the evaluation and/or extension of the business credit requested, but also for purposes of reviewing the account, increasing the credit line on the account (if applicable), taking collection action on the account, and for any other legitimate purpose associated with the account as may be needed from time to time. Each individual signing below further waives any right or claim which such individual would otherwise have under the Fair Credit Reporting Act in the absence of this continuing consent.

		
Signature - #1	Signers Printed Name	Date
Signature - #2	Signers Printed Name	Date

## ECOA NOTICE (TO BE RETAINED BY APPLICANT)

Thank you for your business credit application. We will review it carefully and get back to you promptly. If your application for business credit is denied, you have the right to a written statement of the specific reasons for the denial. To obtain that statement, please contact us within 60 days from the date that you are notified of our decision. We will send you a written statement of the reasons for the denial within 30 days of your request for the statement. NOTICE: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract), because all or part of the applicant's income derives from any public assistance program; or because the applicant has, in good faith, exercised any right under the Consumer Credit Protection Act. The federal agency that administers our compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.