



Agenda Item A.5
CONSENT CALENDAR
Meeting Date: December 16, 2025

TO: Mayor and Councilmembers

SUBMITTED BY: Matthew R. Fore, General Services Director

PREPARED BY: Deborah S. Lopez, City Clerk

SUBJECT: Amendment No. 3 to Agreement No. 2022-018 with Docusign

RECOMMENDATION:

Approve and authorize the City Manager to execute Amendment No. 3 to Agreement No. 2022-018 with Docusign, Inc. increasing the contract amount by \$39,382.20 for a new total not-to-exceed amount of \$166,323.20 and a term expiration date of November 30, 2026.

BACKGROUND:

Docusign, Inc. is a document signing software that allows users to transact business digitally on any electronic device, in a manner that is secure, legal, and easy to use. This electronic platform replaces paper-intensive processes and provides the ability to conduct business through computer or mobile devices. The use of electronic signature routing has greatly reduced the time required to execute signed documents.

The City implemented Docusign at the start of the COVID-19 pandemic, and on April 6, 2020, the City Manager authorized an Agreement with Docusign for electronic signatures in an amount not to exceed \$22,692 (Agreement 2020-038). On February 1, 2022, the City Manager authorized Agreement 2022-018, amending the contract to extend the term to January 31, 2023, with a not-to-exceed amount of \$18,199.35 (Agreement 2022-018). On February 7, 2023, the City Council authorized Amendment No. 1 to Agreement No. 2022-018, amending the contract term to January 31, 2024, with a not-to-exceed amount of \$62,891. On March 19, 2024, the City Council authorized Amendment No. 2 to Agreement No. 2022-018, amending the contract term to January 31, 2026, with a not-to-exceed amount of \$126,941.

DISCUSSION:

Several departments are currently using Docusign, resulting in increased envelope usage as more departments are integrating Docusign into their business processes to digitize their communications and filings. This contract amendment will provide unlimited sends

and eliminates envelope overages. Staff is seeking authorization to amend the agreement with DocuSign, increasing the contract amount by \$39,382.20 for a new total not-to-exceed amount of \$166,323.20 and a term expiration date of November 30, 2026. (Attachment 1).

FISCAL IMPACTS:

The contract amendment is for a total increase of \$39,382.20 with a term end date of November 30, 2026. There is sufficient funding in the Information Technology budget (Program 1820) to cover the Fiscal Year 2025/26 costs of the DocuSign, Inc. contract.

ALTERNATIVES:

Council could decline to renew this agreement and direct staff to seek an alternate provider. This would leave staff temporarily without a provider for these services unless a month-to-month contract could be negotiated.

LEGAL REVIEW BY: Isaac Rosen, City Attorney

APPROVED BY: Robert Nisbet, City Manager

ATTACHMENTS:

1. Amendment No. 3 to Agreement No. 2022-018 with DocuSign
2. Prior Agreements

ATTACHMENT 1

Amendment No. 3 to Agreement No. 2022-018 with DocuSign



DocuSign, Inc.
221 Main Street, Suite 800
San Francisco, CA 94105

Offer Valid Through: Dec 19, 2025

Prepared By: Colby Gilbert
Quote Number: Q-01915680
SUBJECT TO APPROVAL

ORDER FORM

Address Information

Bill To:

City of Goleta
130 Cremona Dr Ste B,
Goleta, CA, 93117-5514
United States

Ship To:

City of Goleta
130 Cremona Dr Ste B,
Goleta, CA, 93117-5514
United States

Billing Contact Name:

Deborah Lopez

Billing Email Address:

dlopez@cityofgoleta.org

Billing Phone:

(805) 961-7505

Shipping Contact Name:

Deborah Lopez

Shipping Email Address:

dlopez@cityofgoleta.org

Shipping Phone:

(805) 961-7505

Order Details

Order Start Date: Dec 1, 2025

Order End Date: Nov 30, 2026

Billing Frequency: Annual

Payment Method: Check

Payment Terms: Net 30

Currency: USD

Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
IAM for CX - Full User	SUB-3046504-1	Dec 1, 2025	Nov 30, 2026	55	\$ 33,660.00
Silver Success Pack	SUB-3046504-1	Dec 1, 2025	Nov 30, 2026	1	\$ 5,722.20

Grand Total: \$39,382.20

Product Details

eSignature Seat Allowance: 55

Order Special Terms

Customer agrees to allow DocuSign to publish, use and/or reproduce the Customer's name and logo in marketing materials and investor-related content.

Customer is willing to partner with DocuSign to: (a) produce a written case study and/or video testimonial on Customer's use of DocuSign and associated business results to be featured on DocuSign website and in marketing campaigns; and (b) share Customer's name and DocuSign use case and associated business results with press, in media publications and in thought leadership content. DocuSign will reach out to Customer during the Term regarding these opportunities.

Customer is willing to partner with DocuSign to: (a) act as a reference for DocuSign and speak with DocuSign customers and prospects about Customer's use of DocuSign and associated results; (b) speak with analysts about their company's use of DocuSign and associated results for use in analyst reports and whitepapers; and (c) speak at DocuSign 1st and 3rd party events about Customer's use of DocuSign and associated results. DocuSign will reach out to Customer during the Term regarding these opportunities.

Both parties hereby agree that the following Subscription(s), identified by their Subscription # and Order Start Date, will be terminated upon the Order Start Date of this Order Form:

February 01, 2024: Subscription # SUB-2218850-1 (Q-01400566)

No credit will be provided for the above Subscription #(s) and all remaining invoices will be issued unless otherwise stated below.

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/legal/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docusign.com/legal/terms-and-conditions/msa-service-schedules>.

Each DSU Campus Pass Individual Subscription includes the following benefits over a 12-month period: 1) Access to all public, instructor-led DSU classroom courses for 1 named user; and 2) Access to curated Learning Plans to support enablement. The named administrator on the Customer record will be the named individual on the Campus Pass Individual Subscription.

Billing Information

Prices shown above do not include any sales, use, value added (VAT), goods and services (GST), and/or any other similar taxes, duties, levies and or charges of any nature that might be imposed or required to be collected (collectively "taxes") by Docusign. Any such taxes are the responsibility of the Customer and will appear on the final invoice(s), as applicable. Taxes are calculated based on the ship-to location listed on your order form.

Invoice(s) for this order will be emailed automatically from invoicing@erp.docusign.com.

Please make sure this email address is on an approved setting or safe senders list, so notifications do not go to a junk folder or get caught in a spam filter.

For U.S. Customers

Is the contracting entity exempt from sales tax?

Please select Yes or No:

Docusign, Inc. uses Avalara's CertExpress to securely collect digital exemption certificates.

When selecting "Yes" for tax exemption, a link will be sent to the Bill-To contact listed on this order form to submit your tax exemption certificate through CertExpress.

For other tax exemption requests, please email the applicable tax exemption documentation to taxexempt@docusign.com.

Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select:

By marking "No", Customer agrees to process payment for any invoices issued pursuant to this Order Form without a PO Number.

If yes, please complete the following information, and attach your PO (if available), and the invoice will be issued referencing such PO Number:

PO Number:

Please attach PO Attachment here:

If "Yes" is marked, but a PO Number is not provided or a PO document is not attached, then Customer agrees to provide the PO information or PO document to Docusign at its earliest

convenience by sending to POSubmission@docusign.com referencing this Quote Number, but agrees to still process payment per the agreed upon terms.

If Customer has attached a PO (or other document) to this Order Form, Customer acknowledges and agrees that any additional or conflicting terms appearing in such PO (or any other document) are invalid.

DRAFT

ATTACHMENT 2

Prior Agreements



DocuSign, Inc.
221 Main Street, Suite 1550
San Francisco, CA 94105

Offer Valid Through: Feb 9,
2024

Prepared By: Cathryn Kessler
Quote Number: Q-01400566

ORDER FORM

Address Information

Bill To:

City of Goleta
130 Cremona Dr Ste B,
Goleta, CA, 93117-5514
United States

Ship To:

City of Goleta
130 Cremona Dr Ste B,
Goleta, CA, 93117-5514
United States

Billing Contact Name:

Deborah Lopez

Billing Email Address:

dlopez@cityofgoleta.org

Billing Phone:

(805) 961-7505

Shipping Contact Name:

Deborah Lopez

Shipping Email Address:

dlopez@cityofgoleta.org

Shipping Phone:

(805) 961-7505

Order Details

Order Start Date: Feb 1, 2024

Order End Date: Jan 31, 2026

Billing Frequency: Annual

Payment Method: Check

Payment Terms: Net 30

Currency: USD

Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Enterprise Pro Edition - Envelope Subs.	SUB-2218850-1	Feb 1, 2024	Jan 31, 2026	7,000	\$52,500.00
Enterprise Premier Support - eSign	SUB-2218850-1	Feb 1, 2024	Jan 31, 2026	1	\$11,550.00

Grand Total: \$64,050.00

Annualized Total

Year 1 Total: \$32,025.00

Year 2 Total: \$32,025.00

The annualized totals above are displayed for general guidance only and may differ from the total amounts displayed on an invoice. Please refer to the Order Details and Products sections

above for complete and accurate totals.

Product Details

eSignature Envelope Allowance: 7,000

Overage/Usage Fees

eSignature Enterprise Pro Edition - Envelope Subs. (Per Transaction): \$8.80

Order Special Terms

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/legal/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docusign.com/legal/terms-and-conditions/msa-service-schedules>.

Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?

Please select Yes or No:

If yes, please send the required tax exemption documents immediately to taxexempt@docusign.com.

Invoices for this order will be emailed automatically from invoicing@erp.docusign.com. Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

Purchase Order Information

Is a Purchase Order ("PO") required for the purchase or payment of the products on this Order Form?

Please select: Yes No

By marking "No", Customer agrees to process payment for any invoices issued pursuant to this Order Form without a PO Number.

If yes, please complete the following information, and attach your PO (if available), and the invoice will be issued referencing such PO Number:

PO Number:

Please attach PO Attachment here:

If "Yes" is marked, but a PO Number is not provided or a PO document is not attached, then Customer agrees to provide the PO information or PO document to DocuSign at its earliest convenience by sending to POSubmission@docusign.com referencing this Quote Number, but agrees to still process payment per the agreed upon terms.

If Customer has attached a PO (or other document) to this Order Form, Customer acknowledges and agrees that any additional or conflicting terms appearing in such PO (or any other document) are invalid.

By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.

Customer

Signature:

Name:

Job Title:

Date:

**DocuSign,
Inc.**

Signature:

Name:

Job Title:

Date:



DocuSign, Inc.
221 Main Street, Suite 1000
San Francisco, CA 94105

Offer Valid Through: Jan 26, 2023

Prepared By: Amit Ben Simchon

Quote Number: Q-01037542

ORDER FORM

Address Information

Bill To:

City of Goleta
130 Cremona Dr Ste B,
Goleta, CA, 93117-5514
United States

Ship To:

City of Goleta
130 Cremona Dr Ste B,
Goleta, CA, 93117-5514
United States

Billing Contact Name:

Deborah Lopez

Billing Email Address:

dlopez@cityofgoleta.org

Billing Phone:

(805) 961-7505

Shipping Contact Name:

Deborah Lopez

Shipping Email Address:

dlopez@cityofgoleta.org

Shipping Phone:

(805) 961-7505

Order Details

Order Start Date: Feb 1, 2023

Order End Date: Jan 31, 2024

Billing Frequency: Annual

Payment Method: Check

Payment Terms: Net 30

Currency: USD

Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Enterprise Pro Edition - Envelope Subs.	SUB-1479579-1	Feb 1, 2023	Jan 31, 2024	2,500	\$18,032.79
Enterprise Premier Support - eSign	SUB-1479579-1	Feb 1, 2023	Jan 31, 2024	1	\$3,967.21

Grand Total: \$22,000.00

Product Details

eSignature Envelope Allowance: 2,500

Overage/Usage Fees

eSignature Enterprise Pro Edition - Envelope Subs. (Per Transaction): \$8.80

Order Special Terms

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/company/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docusign.com/company/terms-and-conditions/msa-service-schedules>.

Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?

Please select Yes or No:

If yes, please send the required tax exemption documents immediately to taxexempt@docusign.com.

Invoices for this order will be emailed automatically from invoicing@docusign.com. Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select Yes or No:

If yes, please complete the following:

PO Number:

PO Amount: \$

By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.

Customer

Signature:

Name:

Job Title:

Date:

**DocuSign,
Inc.**

Signature:

Name:

Job Title:

Date:

DocuSigned by:

Beatriz Benjamin

6B85A52A083E408...

Beatriz Benjamin

Senior Manager, Revenue Operations
January 24, 2023

DS

BC



DocuSign, Inc.
221 Main Street, Suite 1550
San Francisco, CA 94105

Offer Valid Through: Jan 31,
2023
Prepared By: Roosevelt Dillard
Quote Number: Q-00715463

ORDER FORM

Address Information

Bill To:

City of Goleta
130 Cremona Dr Ste B,
Goleta, CA, 93117-5514
United States

Ship To:

City of Goleta
130 Cremona Dr Ste B,
Goleta, CA, 93117-5514
United States

Billing Contact Name:

Deborah Lopez

Billing Email Address:

dlopez@cityofgoleta.org

Billing Phone:

(805) 961-7505

Shipping Contact Name:

Deborah Lopez

Shipping Email Address:

dlopez@cityofgoleta.org

Shipping Phone:

(805) 961-7505

Order Details

Order Start Date: Feb 1, 2022

Order End Date: Jan 31, 2023

Billing Frequency: Annual

Payment Method: Check

Payment Terms: Net 30

Currency: USD

Products

Product Name	Start Date	End Date	Quantity	Net Price
eSignature Enterprise Pro Edition - Envelope Subs.	Feb 1, 2022	Jan 31, 2023	2,250	\$14,917.50
Enterprise Premier Support	Feb 1, 2022	Jan 31, 2023	1	\$3,281.85

Grand Total: \$18,199.35

Product Details

eSignature Envelope Allowance: 2,250

Overage/Usage Fees

eSignature Enterprise Pro Edition - Envelope Subs. (Per Transaction): \$8.80

Order Special Terms

Both parties hereby agree that the following Order Forms identified by their Order Start Dates will be terminated upon the Order Start Date of this Order Form:

April 1, 2021 (Q-00569189)

No credit will be provided for the above Order Form(s).

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/company/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docusign.com/company/terms-and-conditions/msa-service-schedules>.

Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?

Please select Yes or No:

If yes, please send the required tax exemption documents immediately to taxexempt@docusign.com.

Invoices for this order will be emailed automatically from invoicing@docusign.com. Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select Yes or No:

If yes, please complete the following:

PO Number: 22SS026

PO Amount: \$ 18,199.35

By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.

Customer

Signature:  DocuSigned by:
DE7CE466308944A...

Name: Michelle Greene

Job Title: City Manager

Date: 1/31/2022

**DocuSign,
Inc.**

Signature:  DocuSigned by:
8FF5410B0AF842C...

Name: Roosevelt Dillard

Job Title: Docusign Sales

Date: 1/31/2022



DocuSign, Inc.
221 Main Street, Suite 1000
San Francisco, CA 94105

Offer Valid Through: Apr 30,
2020

Prepared By: Kaitlin Amedio
Quote Number: Q-00430685

ORDER FORM

Address Information

Bill To:

City of Goleta
130 Cremona Dr Ste B,
Goleta, CA, 93117-5514
United States

Ship To:

City of Goleta
130 Cremona Dr Ste B,
Goleta, CA, 93117-5514
United States

Billing Contact Name:

Deborah Lopez

Billing Email Address:

dlopez@cityofgoleta.org

Billing Phone:

(805) 961-7505

Shipping Contact Name:

Deborah Lopez

Shipping Email Address:

dlopez@cityofgoleta.org

Shipping Phone:

(805) 961-7505

Order Details

Order Start Date: Apr 3, 2020

Order End Date: Apr 2, 2021

Billing Frequency: Annual

Payment Method: Check

Payment Terms: Net 30

Currency: USD

Products

Product Name	Start Date	End Date	Quantity	Net Price
eSignature Enterprise Pro Edition - Envelope Subs.	Apr 3, 2020	Apr 2, 2021	3,000	\$18,600.00
Enterprise Premier Support	Apr 3, 2020	Apr 2, 2021	1	\$4,092.00

Grand Total: \$22,692.00

Product Details

eSignature Envelope Allowance: 3,000

Overage/Usage Fees

eSignature Enterprise Pro Edition - Envelope Subs. (Per Transaction): \$8.80

Order Special Terms

Both parties hereby agree that: a) the Order Form with an Order Start Date of Mar 20, 2020 (Opp/Quote ID:865186/Q-00419776) will be terminated upon the Order Start Date of this Order Form, and b) a prorated credit for the prepaid portion of the remaining Term of the terminated Order Form will be applied toward payment for this Order Form.

At any time during the Term, Customer will have the option to purchase additional eSignature Enterprise Pro Edition - Envelope Subscriptions based on the volumes and prices defined below, exclusive of Premier Support, for use during the Order Term:

500 - 2,999: \$6.20 per Envelope
3,000-4,499: \$6.00 per Envelope
4,500+: \$5.80 per Envelope

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/company/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docusign.com/company/terms-and-conditions/msa-service-schedules>.

Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?

Please select Yes or No: Yes

If yes, please send the required tax exemption documents immediately to taxexempt@docusign.com.

Invoices for this order will be emailed automatically from invoicing@docusign.com. Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order

Form?

Please select Yes or No: ☒ Yes

If yes, please complete the following:

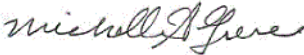
PO Number: 20ss074

PO Amount: \$

By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.

Customer

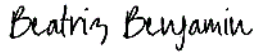
Signature:

DocuSigned by:

DE7CE466308944A...

Name: Michelle Greene
Job Title: City Manager
Date: April 6, 2020

**DocuSign,
Inc.**

Signature:

DocuSigned by:

6B85A52A083E408...

Name: Beatriz Benjamin
Job Title: Revenue Operations Manager
Date: April 6, 2020

DS


Certificate Of Completion

Envelope Id: B56F212084B04DD4Aafb54866B3097FB	Status: Completed
Subject: [DocuSign] Request for eSignatures: City of Goleta - Renewal	
fcorgid: 00D300000000bS4EAI	
Source Envelope:	
Document Pages: 3	Signatures: 2
Certificate Pages: 5	Initials: 1
AutoNav: Disabled	
Envelopeld Stamping: Enabled	
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	
	Envelope Originator:
	Kaitlin Amedio
	221 Main Street
	Suite 1000
	San Francisco, CA 94105
	Kaitlin.Amedio@docusign.com
	IP Address: 13.108.254.8

Record Tracking

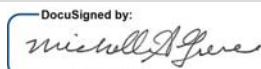
Status: Original	Holder: Kaitlin Amedio	Location: DocuSign
4/6/2020 9:02:30 AM	Kaitlin.Amedio@docusign.com	

Signer Events

Michelle Greene
mgreene@cityofgoleta.org
City Manager

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

DE7CE466308944A...

Signature Adoption: Uploaded Signature Image
Using IP Address: 70.185.149.164

Timestamp

Sent: 4/6/2020 9:04:55 AM
Viewed: 4/6/2020 9:14:41 AM
Signed: 4/6/2020 12:00:00 PM

Electronic Record and Signature Disclosure:

Accepted: 4/6/2020 9:14:41 AM
ID: 0c7cc500-bd7a-4b2e-a436-17ce698357c8

Karen Bruce
Karen.Bruce@docusign.com
DocuSign, Inc.
Signing Group: AOR

Security Level: Email, Account Authentication
(None)

DS


Signature Adoption: Pre-selected Style
Using IP Address: 73.158.101.77

Sent: 4/6/2020 12:00:04 PM
Viewed: 4/6/2020 3:33:04 PM
Signed: 4/6/2020 3:36:48 PM

Electronic Record and Signature Disclosure:

Accepted: 1/16/2020 4:37:43 PM
ID: 92a517f4-cf2d-44a1-82ea-ec5649317673

Beatriz Benjamin
Beatriz.Benjamin@docusign.com
Revenue Operations Manager
DocuSign, Inc.

Signing Group: AOA
Security Level: Email, Account Authentication
(None)

DocuSigned by:

6B85A52A083E408...

Signature Adoption: Pre-selected Style
Using IP Address: 12.202.171.35

Sent: 4/6/2020 3:36:51 PM
Viewed: 4/6/2020 4:01:32 PM
Signed: 4/6/2020 4:02:28 PM

Electronic Record and Signature Disclosure:

Accepted: 10/31/2019 8:13:51 PM
ID: 85bb52b3-3c10-4c12-86fb-9452d82abdc8

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/6/2020 3:36:55 PM
Certified Delivered	Security Checked	4/6/2020 4:01:38 PM
Signing Complete	Security Checked	4/6/2020 4:02:28 PM
Completed	Security Checked	4/6/2020 4:02:28 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, DocuSign, Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

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PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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Offer Valid Through: Nov 26, 2025

Prepared By: Colby Gilbert
Quote Number: Q-01895675

ORDER FORM

Address Information

Bill To:

City of Goleta
130 Cremona Dr Ste B,
Goleta, CA, 93117-5514
United States

Ship To:

City of Goleta
130 Cremona Dr Ste B,
Goleta, CA, 93117-5514
United States

Billing Contact Name:

Deborah Lopez

Billing Email Address:

dlopez@cityofgoleta.gov

Billing Phone:

(805) 961-7505

Shipping Contact Name:

Deborah Lopez

Shipping Email Address:

dlopez@cityofgoleta.gov

Shipping Phone:

(805) 961-7505

Order Details

Order Start Date: Nov 26, 2025

Order End Date: Jan 31, 2026

Billing Frequency: Annual

Payment Method: Check

Payment Terms: Net 30

Currency: USD

Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Enterprise Pro Edition - Envelope Subs.	SUB-2218850-1	Nov 26, 2025	Jan 31, 2026	500	\$ 3,750.24
Enterprise Premier Support - eSign	SUB-2218850-1	Nov 26, 2025	Jan 31, 2026	1	\$ 825.05

Grand Total: \$4,575.29

Product Details

eSignature Envelope Allowance: 500

Overage/Usage Fees

eSignature Enterprise Pro Edition - Envelope Subs. (Per Transaction): \$8.80

Order Special Terms

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Invoice(s) for this order will be emailed automatically from invoicing@erp.docusign.com.

Please make sure this email address is on an approved setting or safe senders list, so notifications do not go to a junk folder or get caught in a spam filter.

For U.S. Customers

Is the contracting entity exempt from sales tax?

Please select Yes or No:

DocuSign, Inc. uses Avalara's CertExpress to securely collect digital exemption certificates. When selecting "Yes" for tax exemption, a link will be sent to the Bill-To contact listed on this order form to submit your tax exemption certificate through CertExpress.

For other tax exemption requests, please email the applicable tax exemption documentation to taxexempt@docusign.com.

Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select:

By marking "No", Customer agrees to process payment for any invoices issued pursuant to this Order Form without a PO Number.

If yes, please complete the following information, and attach your PO (if available), and the invoice will be issued referencing such PO Number:

PO Number:

Please attach PO Attachment here:

If "Yes" is marked, but a PO Number is not provided or a PO document is not attached, then Customer agrees to provide the PO information or PO document to DocuSign at its earliest convenience by sending to POSubmission@docusign.com referencing this Quote Number, but agrees to still process payment per the agreed upon terms.

If Customer has attached a PO (or other document) to this Order Form, Customer acknowledges and agrees that any additional or conflicting terms appearing in such PO (or any other document) are invalid.

The below signatories are authorized, on behalf of their respective Parties, to execute this Order Form and to agree to the terms herein as of the Order Start Date.

Customer

DocuSign, Inc.

Signature:

Signature:

Name:

Name:

Job Title:

Job Title:

Date:

Date: