



Instructure, Inc.
 6330 South 3000 East, Suite 700
 Salt Lake City, UT 84121
 United States

Order Form

Order: Q-470358-2

Date: 2025-08-04

Order Valid Through: 2025-09-30

Order Form for Stillwater Public Schools

Bill to Information

Entity Name: Stillwater Public Schools
Address: 314 S Lewis St
City: Stillwater
State/Province: Oklahoma
Zip/Postal Code: 74074
Country: United States

Billing Contact

Name:
Email:
Phone:

Ship to Information

Entity Name: Stillwater Public Schools
Address: 314 S Lewis St
City: Stillwater
State/Province: Oklahoma
Zip/Postal Code: 74074
Country: United States

Shipping Contact

Name: Ashley Moore
Email: amoore@stillwaterschools.com
Phone: +1 405 533 6300

In Process

Billing Information

Billing Frequency: Annual Upfront + Transaction
Billing Frequency Term:
Payment Terms: Net 30

Year 1								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S6	Transcript Services	2025-08-18	2026-06-30	Recurring	Enrollment	1	USD 5,587.35	USD 5,587.35

Year 1 Transaction Pricing:				
Reference	Description	Start Date	End Date	Price
S6	Transcript Services	2025-08-18	2026-06-30	USD \$4.65
T8	Transcript Services TPO	2025-08-18	2026-06-30	USD \$12.75

Year 2								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S6	Transcript Services	2026-07-01	2027-06-30	Recurring	Enrollment	1	USD 6,751.50	USD 6,751.50

Year 2 Transaction Pricing:				
Reference	Description	Start Date	End Date	Price
S6	Transcript Services	2026-07-01	2027-06-30	USD \$4.65
T8	Transcript Services TPO	2026-07-01	2027-06-30	USD \$12.75

Year 3								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S6	Transcript Services	2027-07-01	2028-06-30	Recurring	Enrollment	1	USD 7,089.07	USD 7,089.07

Year 3 Transaction Pricing:				
Reference	Description	Start Date	End Date	Price
S6	Transcript Services	2027-07-01	2028-06-30	USD \$4.65
T8	Transcript Services TPO	2027-07-01	2028-06-30	USD \$12.75

Billing Summary			
Segment	Recurring	Non-Recurring	Total
Year 1	USD 5,587.35	USD 0.00	USD 5,587.35
Year 2	USD 6,751.50	USD 0.00	USD 6,751.50
Year 3	USD 7,089.07	USD 0.00	USD 7,089.07
Total	USD 19,427.92	USD 0.00	USD 19,427.92

Reference	Products	Description
S6	Transcript Services	Learner Type: Alumni Only Delivery Method: Parchment Print and Digital Financing Option: Transaction - Requestor Pay
S6	Transcript Services	Learner Type: Current Only Delivery Method: Parchment Print and Digital Financing Option: Subscription - Recurring

Quote Special Terms

Recurring items on this Order Form (other than any 3rd Party Products) shall automatically renew for succeeding terms of 12-month duration at an annual price increase of 5% unless either party gives the other party 60 days' written notice of its intent not to renew prior to the expiration of the then-current term.

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

Payment Terms - Renewal Order Form: In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

Payment Processing Fee: Subject to limitations and prior written approval of Instructure, Customer can add a surcharge to each credential request as a method of cost recovery for some or all of Customer's fees, or an auxiliary revenue source. Due to the processing fees assessed by Instructure's credit card processing vendor, there will be a 20% processing fee on all credit card (including debit) charges in excess of the credential request fee. Instructure will remit to Customer any surcharges (less any processing fees on a monthly basis, no later than 45 days following the end of each calendar month).

Overages: The annual subscription fee is non-refundable, and any credential requests included within the subscription must be used within each annual period of the Term. If the cumulative number of credential requests during an annual period exceeds the subscription's credential request limit, Customer will be charged an overage fee for each additional credential request at the rates specified in the applicable Order Form ("Overage Fee"). Overage Fees will be invoiced by Instructure monthly in arrears for the remainder of the then-current subscription period.

Pricing: Unless otherwise expressly specified in the Order Form, after the first twelve (12) months of the Agreement, Instructure, in its sole discretion, may increase the fees payable for Services under this Agreement annually. Instructure will provide at least sixty (60) days advance notice of such fees increase, which will be effective as of the date in such notice.

Terms and Conditions

Governing Terms: This Order Form shall be governed by the Master Terms and Conditions which can be found here: <https://www.instructure.com/policies/mastertermsconditions>

Conflict Clause: In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form? Please Enter (Yes or No):	Check here if your company is exempt from US state sales tax:
If Yes, please enter PO Number:	Please email all US state sales tax exemption certifications to ar@instructure.com

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

In Process

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Stillwater Public Schools	
Signature:	_____
Name:	_____
Title:	_____
Date:	_____

Instructure, Inc. (USA/CAN)	
Signature:	<small>DocuSigned by:</small>  <small>4C2B4AB3D0AB432...</small>
Name:	_____ Lou Little
Title:	_____ Manager, Deal Desk
Date:	_____ 8/6/2025

In Process

Certificate Of Completion

Envelope Id: 01E817A5-5F7B-44BC-941E-50DF21B713A2
 Subject: Instructure - Stillwater Public Schools Contract for Signature
 Source Envelope:
 Document Pages: 4
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Status: Sent
 Envelope Originator:
 Kate Fantetti
 6330 S 3000 E Ste 700
 Salt Lake City, UT 84121
 katherine.fantetti@instructure.com
 IP Address: 209.112.107.133

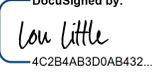
Record Tracking

Status: Original
 8/4/2025 12:40:59 PM
 Holder: Kate Fantetti
 katherine.fantetti@instructure.com
 Location: DocuSign

Signer Events

Lou Little
 lou.little@instructure.com
 Manager, Deal Desk
 Instructure
 Security Level: Email, Account Authentication
 (None)

Signature

DocuSigned by:

 4C2B4AB3D0A8432...
 Signature Adoption: Pre-selected Style
 Using IP Address: 162.118.97.55

Timestamp

Sent: 8/6/2025 9:36:20 AM
 Viewed: 8/6/2025 9:36:47 AM
 Signed: 8/6/2025 9:36:52 AM

Electronic Record and Signature Disclosure:

Accepted: 9/26/2024 12:58:28 PM
 ID: 42f817ca-5f27-4c78-b17b-d63bc5a8dc90

Ashley Moore
 amoore@stillwaterschools.com
 Security Level: Email, Account Authentication
 (None)

Sent: 8/6/2025 9:36:54 AM
 Viewed: 8/7/2025 10:17:39 AM

Electronic Record and Signature Disclosure:

Accepted: 8/7/2025 10:17:39 AM
 ID: 67071bfe-a27a-4e6a-b5b2-db2376078f60

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

Deal Desk
 dealdesk@instructure.com
 Director, Deal Desk & Pricing
 Instructure, Inc.
 Security Level: Email, Account Authentication
 (None)

COPIED

Sent: 8/6/2025 9:36:21 AM

Electronic Record and Signature Disclosure:

Accepted: 8/6/2025 9:35:37 AM
 ID: af77bf96-7007-4814-afac-76ae1c47d99a

In Process

Carbon Copy Events	Status	Timestamp
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Kate Fantetti
katherine.fantetti@instructure.com
Security Level: Email, Account Authentication (None)

COPIED

Sent: 8/6/2025 9:36:53 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Deal CLM
orders@instructure.com
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	8/4/2025 12:41:02 PM
Certified Delivered	Security Checked	8/7/2025 10:17:39 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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In Process

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Instructure, 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 your DocuSign, Inc. (DocuSign) Express user account. 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. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account 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 your DocuSign account. 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 your DocuSign Express user account 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

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Instructure, Inc.:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: ashley@instructure.com

To advise Instructure, Inc. of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at ashley@instructure.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Instructure, Inc.

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to ashley@instructure.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Instructure, Inc.

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to ashley@instructure.com and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000 or WindowsXP
Browsers (for SENDERS):	Internet Explorer 6.0 or above
Browsers (for SIGNERS):	Internet Explorer 6.0, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to

other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the "I agree" button below.

By checking the "I Agree" box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Instructure, Inc. as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Instructure, Inc. during the course of my relationship with you.

In Process