



General Release and Limitation of Liability

An authorized Imagetek Office Systems representative will perform all Imagetek Office Systems services as described in the "Scope of Work." This work will be performed with the service representative taking all the necessary precautions as to not cause any damage or loss to the customer's data. To ensure that the customer's data integrity will not be jeopardized, no authorized Imagetek Office Systems representative will perform any hardware or software installation, configuration or troubleshooting unless all of the following criteria have been met by the customer prior to any work being performed. **It is not Imagetek Office Systems' responsibility to perform any of the following criteria listed below on the customer's behalf.**

- A full backup has been performed on all necessary drives, on all necessary data.
- Current Anti-Virus software has been run on all necessary drives to ensure there are not existing viruses.
- The backup data was verified to be a valid backup of the customer's system.
- All software being used is authentic and registered.
- The customer has read, understood, and signed this form.

In the event any of the above criteria are not completed by the customer, Imagetek Office Systems' obligation to proceed is subject to the customer signing and delivering this General Release and Limitation of Liability document to Imagetek Office Systems.

Having read the above, customer understands that in the unlikely event there is any loss or corruption of data from the installation of the product by an authorized Imagetek Office Systems representative, such data loss or corruption would have been prevented by customer performing all of the above precautions in reference to data loss and or corruption. Therefore, by not having performed all of the above precautions, customer absolves Imagetek Office Systems, its directors, officers, employees, agents and authorized service providers from any and all responsibilities arising out of, due to, or relating to any loss or corruption of data.

Additionally, customer acknowledges and agrees that it shall not be Imagetek Office Systems' responsibility, and Imagetek Office Systems shall not be held responsible for corruption or loss of data due to any of the following: Unauthorized person(s) changing configuration(s), unauthorized software installed and or configured on any Server or Node, unauthorized hardware installed and or configured on any Server or Node, virus infection, vandalism or theft, fire, an act of God.

SCOPE OF WORK

Overview:

The purpose of this installation is to integrate our product into your existing network (dependant on purchased options) as a network printer, network scanner, network fax, copier or facsimile. Imagetek Office Systems will deliver the product with options installed and ready to be connected to a stand alone or networked PC / Server as described in the Network Survey. Customer will provide the network cable drop(s) to installation site and make their network person available to assist in a successful network install. For wireless installations, the Customer is responsible for configuring the wireless access point to the network.

Implementation:

Imagetek Office Systems, in coordination with customer, will assist in installing the product onto their network; customer will be responsible for supplying any unique TCP/IP address at the time of installation. Imagetek Office Systems will assist in loading software onto one(1) Server and one(4) designated PC or on three(5) designated PC's. Imagetek Office Systems will provide consultation for the successful installation of the product onto the customer's network, limited to the following network operating systems:

Windows 2000 • Windows XP • Windows Vista Windows 2003 • Novell • UNIX

- Successful installation is the ability to print a standard Windows test page through the network from the designated PC to the Imagetek Office Systems product.
- Network Operating Systems supported are subject to change without notice.

Time Estimates:

Imagetek Office Systems makes every reasonable effort to make an accurate estimate of the time required to complete a project. The actual time required will vary depending upon circumstances found on site. We estimate an approximate time of _____ hours for a successful installation. Our estimate assumes that Imagetek Office Systems personnel will have access to customer equipment and administrator assistance.

Considerations:

Upon successful installation, Imagetek Office Systems will consider the project complete. If a customer would like to try other applications or programs and needs Imagetek Office Systems' support, a commitment in the form of block of time or an hourly rate* will be necessary. Given the various versions of software and their applications, Imagetek Office Systems will not guarantee complete integration and functionality of all software or applications with the product.

Customer Power Supply Requirements

Faxes & Copiers Below 50 ppm	Copiers above 50 ppm	Copiers above 90 ppm

Imagetek Office Systems Sales Rep.*

Date*

Imagetek Office Systems IT Rep.

Date

Company Name

Authorized Signature

Date