



MASTER AGREEMENT

ADVANTAGE CONTRACT #: 18P 2603300000000000104	
COMMODITY/SERVICE DESCRIPTION: MVR3E Registration Forms	
START DATE: 4/1/2026	END DATE: 3/31/2027


This Contract is between the following State of Maine Department and Provider:

STATE OF MAINE DEPARTMENT		
DEPARTMENT NAME: Office of State Procurement Services		
ADDRESS: 111 Sewall St., 4 th Floor Burton Cross Office Building, SHS# 9		
CITY: Augusta	STATE: ME	ZIP CODE: 04333-009
PROVIDER		
PROVIDER NAME: Columbia Business Forms LLC		
ADDRESS: 41 Lyme Bay		
CITY: Columbia	STATE: SC	ZIP CODE: 29212
PROVIDER'S VENDOR CUSTOMER #: VC0000216306		

Each signatory below represents that the person has the requisite authority to enter into this Contract.


Department Representative:

Provider Representative:

Signed by:


066BBD96EE5347F...
 Michelle Knox, Senior Procurement Manager

4/14/2026

DocuSigned by:


8657B21C6AA94F5...
 Michael Palaski, Owner

4/13/2026

The contract is fully executed when all parties have signed and the documents has been approved by the Office of State Procurement Services.

DEPARTMENT AND PROVIDER POINT OF CONTACT and PROCUREMENT METHOD

PROCUREMENT SERVICES MA MANGER: The Procurement Services MA Manager manages the MA contract documents. All other communication is to be with the agency the services were provided to.

NAME: Sterling Doiron	
EMAIL: sterling.doiron@maine.gov	TELEPHONE: 207 530-2706

VENDOR CONTACT: The vendor contact person will help consumers place orders, inquire about orders that have not been delivered, all shipping issues, quality issues and any issues pertaining to the Master Agreement (MA) contract. All orders not submitted through a Delivery Order will be sent through the vendor contact person. The vendor contact person for this MA is:

NAME: Michael Palaski	
EMAIL: mpulaski@mindspring.com	TELEPHONE: 803-360-1153

Any changes to the individuals identified above may be changed at any time through written notice by either party.

Master Agreement (MA) procurement method: RFQ # 29B 26022-203

TABLE OF RIDERS

The following riders are hereby incorporated into this Contract and made part of it by reference.

<input checked="" type="checkbox"/>	RIDER A – Specifications and User Information
<input checked="" type="checkbox"/>	RIDER B – Terms and Conditions
<input checked="" type="checkbox"/>	RIDER D – Responsible Vendor Certification

RIDER A: SPECIFICATIONS AND USER INFORMATION**TABLE OF CONTENTS**

- I. CONTRACT PERIOD
- II. COMMODITY
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- VIII. ORDERING PROCEDURE/DELIVERY INFORMATION

I. CONTRACT PERIOD:

Following the initial term of the contract, the Department, at their discretion, may opt to extend / renew the contract for up to four (4) one-year extension periods.

- Initial Term
- First Renewal
- Second Renewal
- Third Renewal
- Fourth Renewal

II. COMMODITY: Forms Printing (Not Continuous)

The State reserves the right to add other similar items or commodities to the Master Agreement (MA) if it's in the State's best interest but does not obligate the State to purchase similar noncontracted items or commodities from the selected bidder.

III. SPECIFICATIONS

Product Requirements: Vendor shall furnish MVR3E Registration Forms in accordance with RFQ #29B 26022-203 and the awarded response. Forms shall be printed on #32 ledger paper as a single-sheet, tri-color form consisting of white, yellow, and pink copies, perforated between the white and yellow copies and between the yellow and pink copies. Printing shall be front and back as specified. A barcode and tax receipt number shall appear on the front of the white and yellow copies only. Proof shall be submitted and approved prior to production.

Printing and Numbering: Vendor shall provide vertical microprint on the front left margin of all three copies reading "Void if Copied" and "State of Maine." The barcode shall be Code 3 of 9, bright black laser-printer quality, and positioned as specified in the RFQ, with the tax receipt number printed directly below. Numbering shall be consecutive from 32973001 through

33373000, inclusive. The bottom left corner of each copy shall display “MVR-3E Rev 12/2025” followed by the applicable designation: APPLICATION, REGISTRATION, or TAX OFFICE. The reverse side of the white and yellow copies shall match the approved attachment exactly. The reverse side of the pink copy shall display the tax receipt number only, with no barcode, centered at the bottom in Times New Roman 10-point font.

Packaging: Forms shall be packaged in bundles of 500 and boxes of 2,000, face-up and in ascending numerical order. Packing slips shall identify the applicable serial number ranges.

Acceptance: Forms that do not strictly adhere to the specifications, do not match approved proofs, or fail to comply with printing, numbering, sequencing, packaging, or delivery requirements may be rejected and returned at the vendor’s risk and expense.

IV. AMENDMENTS TO SPECIFICATIONS

Not Applicable

V. AMENDMENT/EXTENSION PRICING/RATE CHANGES

Not Applicable

VI. CONTRACTED PRICING/RATES

Contracted Rate(s): \$0.0517 each for MVR3E Registration Forms.

Prices: Prices are with shipping terms of “Free on Board (FOB) – Destination”. The State intends for this to mean that all goods shall be priced to include shipping charges, if any, to the State’s desired location. The “FOB – Destination” shipping term is also intended to mean that the State shall not bear any responsibility for the goods in question until the State takes possession of them at the destination point of delivery.

Price and Rate Guarantee Period: All quoted prices and rates must be guaranteed for and must remain firm for minimally one year of the initial contract period. Any approved price or rate adjustments must be held firm for minimally one year or the remainder of the contract period. Price adjustment requests must be made by the vendor at least sixty (60) days prior to the effective date. Requests for price adjustments must include sufficient documentation from the manufacture supporting the request. The price adjustment will not go into effect until the contract amendment has been fully approved by the State of Maine.

VII. AUTHORIZED USERS:

State of Maine Departments authorized to utilize this MA contract:

The State of Maine Bureau of Motor Vehicles (BMV)

Municipalities, political subdivisions, and school districts in Maine:

- Are NOT permitted to utilize this MA.
- Are permitted to utilize this MA as written.
- Are permitted to utilize this MA with the following conditions:

VIII. ORDERING PROCEDURES/DELIVERY INFORMATION:

Delivery Orders (DO) will be created in AdvantageME for all orders over \$5000.00. DO's will be emailed as a .pdf file to the vendor's email address submitted in AdvantageME by the vendor.

Quantities: It is understood and agreed that the MA will cover the actual quantities required by the State over the length of the contract.

Delivery Locations:

Bureau of Motor Vehicles

Attn: Stockroom
101 Hospital Street
Augusta, ME 04330

Receiving Hours: Monday–Friday, 8:00 A.M. to 4:00 P.M.

Delivery and Inspection: The vendor is responsible for the delivery of material in first class condition at the point of delivery, and in accordance with good commercial practice. The sign blanks ordered from the resulting MA will be inspected after delivery. If shipments are deemed unacceptable the delivery will be refused and will be returned at the risk and expense of the selling vendor.

RIDER B: TERMS and CONDITIONS**1. DEFINITIONS.** The following definitions are applicable to these standard terms and conditions:

- a. The term “Buyer” or “State” shall refer to the Government of the State of Maine or a person representing the Government of the State of Maine.
- b. The term “Department” or “DAFS” shall refer to the State of Maine Department of Administrative and Financial Services.
- c. The term “Bureau” or “BGS” shall refer to the State of Maine Bureau of General Services.
- d. The term “OSPS” shall refer to the State of Maine Office of State Procurement Services.
- e. The term “Provider” shall refer to the organization that is providing goods and/or services through the contract to which these standard terms and conditions have been attached and incorporated.
- f. The term “Contract” shall refer to the contract document to which these standard terms and conditions apply, taking the format of a Buyer Purchase Order (BPO) or Master Agreement (MA) or other contractual document that is mutually agreed upon between the State and the Provider.

2. WARRANTY. The Provider warrants the following:

- a. That all goods and services to be supplied by it under this Contract are fit and sufficient for the purpose intended, and
- b. That all goods and services covered by this Contract will conform to the specifications, drawing samples, symbols or other description specified by OSPS, and
- c. That such articles are merchantable, good quality, and free from defects whether patent or latent in material and workmanship, and
- d. That all workmanship, materials, and articles to be provided are of the best grade and quality, and
- e. That it has good and clear title to all articles to be supplied by it and the same are free and clear from all liens, encumbrances and security interest.

Neither the final certificate of payment nor any provision herein, nor partial nor entire use of the articles provided shall constitute an acceptance of work not done in accordance with this agreement or relieve the Provider liability in respect of any warranties or responsibility for faulty material or workmanship. The Provider shall remedy any defects in the work and pay any damage to other work resulting therefrom, which shall appear within one year from the date of final acceptance of the work provided hereunder. OSPS shall give written notice of observed defects with reasonable promptness.

3. TAXES. Provider agrees that, unless otherwise indicated in the order, the prices herein do not include federal, state, or local sales or use tax from which an exemption is available for purposes of this order. Provider agrees to accept and use tax exemption certificates when supplied by OSPS as applicable. In case it shall ever be determined that any tax included in the prices herein was not required to be paid by Provider, Provider agrees to notify OSPS and to make prompt application for

the refund thereof, to take all proper steps to procure the same and when received to pay the same to OSPS.

4. **PACKING AND SHIPMENT.** Deliveries shall be made as specified without charge for boxing, carting, or storage, unless otherwise specified. Articles shall be suitably packed to secure lowest transportation cost and to conform to the requirements of common carriers and any applicable specifications. Order numbers and symbols must be plainly marked on all invoices, packages, bills of lading, and shipping orders. Bill of lading should accompany each invoice. Count or weight shall be final and conclusive on shipments not accompanied by packing lists.
5. **DELIVERY.** Delivery should be strictly in accordance with delivery schedule. If Provider's deliveries fail to meet such schedule, OSPS, without limiting its other remedies, may direct expedited routing and the difference between the expedited routing and the order routing costs shall be paid by the Provider. Articles fabricated beyond OSPS's releases are at Provider's risk. Provider shall not make material commitments or production arrangements in excess of the amount or in advance of the time necessary to meet delivery schedule, and, unless otherwise specified herein, no deliveries shall be made in advance of OSPSO's delivery schedule. Neither party shall be liable for excess costs of deliveries or defaults due to the causes beyond its control and without its fault or negligence, provided, however, that when the Provider has reason to believe that the deliveries will not be made as scheduled, written notice setting forth the cause of the anticipated delay will be given immediately to OSPS. If the Provider's delay or default is caused by the delay or default of a subcontractor, such delay or default shall be excusable only if it arose out of causes beyond the control of both Provider and subcontractor and without fault of negligence or either of them and the articles or services to be furnished were not obtainable from other sources in sufficient time to permit Provider to meet the required delivery schedule.
6. **FORCE MAJEURE.** The performance of an obligation by either party shall be excused in the event that performance of that obligation is prevented by an act of God, act of war, riot, fire, explosion, flood or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, or strike or labor dispute, provided that any such event and the delay caused thereby is beyond the control of, and could not reasonably be avoided by, that party.
7. **INSPECTION.** All articles and work will be subject to final inspection and approval after delivery, notwithstanding prior payment, it being expressly agreed that payment will not constitute final acceptance. OSPS, at its option, may either reject any article or work not in conformity with the requirements and terms of this order, or re-work the same at Provider's expense. OSPS may reject the entire shipment where it consists of a quantity of similar articles and sample inspection discloses that ten (10%) percent of the articles inspected are defective, unless Provider agrees to reimburse OSPS for the cost of a complete inspection of the articles included in such shipment. Rejected material may be returned at Provider's risk and expense at the full invoice price plus applicable incoming transportation charges, if any. No replacement of defective articles of work shall be made unless specified by OSPS.

8. **INVOICE.** The original and duplicate invoices covering each and every shipment made against this order showing Contract number, Vendor number, and other essential particulars, must be forwarded promptly to the ordering agency concerned by the Vendor to whom the order is issued. Delays in receiving invoice, and any errors or omissions on statements, will be considered just cause for withholding settlement without losing discount privileges. All accounts are to be carried in the name of the agency or institution receiving the goods, and not in the name of OSPS.
9. **MODIFICATIONS.** OSPS reserves the right to increase or decrease all or any portion of the work and the articles required by the bidding documents or this agreements, or to eliminate all or any portion of such work or articles or to change delivery date hereon without invalidating this Contract. All such modification shall be in writing. If any such modification are made, the Contract amount or amounts shall be adjusted accordingly. In no event shall Provider fail or refuse to continue the performance of the work in providing of articles under this Agreement because of the inability of the parties to agree on an adjustment or adjustments.
10. **TERMINATION.** OSPS may terminate the whole or any part of this Agreement in any one of the following circumstances:
- a. The Provider fails to make delivery of articles, or to perform services within the time or times specified herein, or
 - b. If Provider fails to deliver specified materials or services, or
 - c. If Provider fails to perform any of the provisions of this Agreement, or
 - d. If Provider so fails to make progress as to endanger the performance of this Agreement in accordance with its terms, or
 - e. If Provider is adjudged bankrupt, or if it makes a general assignment for the benefit of its creditors or if a receiver is appointed on account of its insolvency, or
 - f. Whenever for any reason the State shall determine that such termination is in the best interest of the State to do so.

In the event that OSPS terminates this Agreement in whole or in part, pursuant to this paragraph with the exception of (f), OSPS may procure (articles and services similar to those so terminated) upon such terms and in such manner as OSPS deems appropriate, and Provider shall be liable to OSPS for any excess cost of such similar articles or services.

11. **NON-APPROPRIATION.** Notwithstanding any other provision of this Contract, if the State does not receive sufficient State, Federal, or other sources of funds to fund this Contract and other obligations of the State, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from State or Federal legislative, executive or judicial bodies, then the State is not obligated to make payment under this Contract.
12. **GOVERNMENTAL REQUIREMENTS.** The Provider warrants and represents that it will comply with all applicable governmental ordinances, laws and regulations.

- 13. GOVERNING LAW.** This Contract shall be governed in all respects by the laws, statutes, and regulations of the United States of America and of the State of Maine. Any legal proceeding against the State regarding this Contract shall be brought in the State of Maine administrative or judicial forums. The Provider consents to personal jurisdiction in the State of Maine.
- 14. DISPUTES.** OSPS will decide any and all questions which may arise as to the quality and acceptability of articles provided and installation of such articles, and as to the manner of performance and rate of progress under this Contract. OSPS will decide all questions, which may arise as to the interpretation of the terms of this Agreement and the fulfillment of this Agreement on the part of the Provider.
- 15. SUBLETTING, ASSIGNMENT OR TRANSFER.** The Provider shall not sublet, sell, transfer, assign or otherwise dispose of this Contract or any portion thereof, or of its right, title or interest therein, without the written request and written approval from the Department. Such approval shall not in any case relieve the Provider of its responsibility for performance of work or liability under this Contract.
- 16. STATE HELD HARMLESS.** The Provider shall indemnify and hold harmless the Department and its officers, agents, and employees from and against any and all third party claims, liabilities, and costs, including reasonable attorney fees, for any or all injuries to persons or property or claims for money damages, including claims for violation of intellectual property rights, arising from the negligent acts or omissions of the Provider, its employees or agents, officers or Subcontractors in the performance of work under this Agreement; provided, however, the Provider shall not be liable for claims arising out of the negligent acts or omissions of the Department, or for actions taken in reasonable reliance on written instructions of the Department.
- 17. NON-COLLUSION.** The Provider warrants that it has not employed or contracted with any company or person, other than for assistance with the normal study and preparation of a proposal, to solicit or secure this Contract, and that it has not paid, or agreed to pay, any company or person, other than a bona fide employee working solely for the Provider, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from, the award of this Contract.

And, the Provider has not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services, and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

For breach or violation of this provision, the Department shall have the right to terminate this Contract without liability or, at its discretion, to otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

18. MATERIAL SAFETY: All manufacturers, importers, suppliers, or distributors of hazardous chemicals doing business in this State must provide a copy of the current Material Safety Data Sheet (MSDS) for any hazardous chemical to their direct purchasers of that chemical.

19. ORDER OF PRECEDENCE. In the event of a conflict between the documents comprising this Agreement, the Order of Precedence shall be:

- a. Exceptions - If applicable
- b. General Terms & Conditions for Goods and/or Services under Buyer Purchase Orders and Master Agreements
- c. Scope of Work - If applicable
- d. Vender Agreement - Included at Department's Discretion
- e. Other - Included at Department's Discretion

20. CYBERSECURITY AND PROHIBITED TECHNOLOGIES. The Provider certifies to the best of Provider's knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this Contract:

- a. is not a foreign adversary business entity, <https://www.maine.gov/oit/prohibited-technologies>, [Title 5 MRSA §2021 \(3\)](#); and
- b. is not on the list of prohibited companies or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services <https://www.maine.gov/oit/prohibited-technologies>, [Title 5 MRSA §2030-B](#).

Contracts entered into by a state agency in violation of [Title 5 M.R.S. §2030-B](#) are void. A person who knowingly signs this contract, in violation of this section, commits a civil violation for which a fine may be adjudged in an amount that is twice the amount of this contract or \$250,000, whichever is greater, [Title 5 MRSA §2030-A](#).

21. TARIFFS. Any price increases implemented by the provider due to the imposition of tariffs shall remain in effect only for the duration that such tariffs are in place. In the event of the repeal or reduction of any applicable tariff(s), the provider shall immediately return to the original price list or make a proportional reduction in the price to reflect the decrease in tariff(s). Price adjustments under this clause shall be made in good faith and without undue delay upon confirmation via documents reflecting tariff changes.

RIDER D: RESPONSIBLE VENDOR CERTIFICATION

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this contract:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years been convicted of or had a civil judgment rendered against them for:

 - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
 - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
 - iii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
 - iv. have not within a three (3) year period preceding this contract had one or more federal, state or local government transactions terminated for cause or default.**
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person also contracting for the same materials, supplies, equipment, or services and this contract is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive contracting is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

To the best of my knowledge all information provided, both programmatic and financial, is complete and accurate at the time of signature.

Name: Michael Pulaski	Title: owner
Authorized Signature: DocuSigned by: <i>Michael Pulaski</i>	Date: 4/13/2026

8657B21C6AA94F5...

Certificate Of Completion

Envelope Id: 6263E3A2-97C0-8089-817E-170D40B8373A

Status: Completed

Subject: Complete with Docusign: MA 18P 2603300000000000104 - MVR3E Registration Forms.pdf

Lease #:

Project Number:

Contract Number:

RFP Number:

Source Envelope:

Document Pages: 12

Signatures: 3

Envelope Originator:

Certificate Pages: 5

Initials: 0

Sterling Doiron

AutoNav: Enabled

77 State House Station

Envelopeld Stamping: Enabled

111 Sewall Street

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Augusta, ME 04333

Sterling.Doiron@maine.gov

IP Address: 71.169.188.88

Record Tracking

Status: Original

Holder: Sterling Doiron

Location: DocuSign

4/13/2026 9:39:21 AM

Sterling.Doiron@maine.gov

Signer Events

Signature

Timestamp

Michelle Fournier

Completed

Sent: 4/13/2026 9:50:40 AM

michelle.fournier@maine.gov

Viewed: 4/13/2026 10:50:49 AM

Senior Procurement Manager

Signed: 4/13/2026 10:52:21 AM

State of Maine - Office of State Procurement Services

Using IP Address: 172.101.5.7

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Accepted: 6/16/2025 2:58:49 PM

ID: cc747848-9fcb-4b50-a652-3222b815ed4d

Company Name: Bureau of General Services

Michael Pulaski

DocuSigned by:

Sent: 4/13/2026 10:52:23 AM

mpulaski@mindspring.com

Viewed: 4/13/2026 10:58:02 AM

owner

Signed: 4/13/2026 11:00:40 AM

COLUMBIA BUSINESS FORMS, LLC

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication (None)

Using IP Address: 72.11.49.203

Electronic Record and Signature Disclosure:

Accepted: 4/13/2026 10:58:02 AM

ID: 1189830d-a3a3-4751-bff0-9a09ea52904b

Company Name: Bureau of General Services

Michelle Knox

Signed by:

Sent: 4/13/2026 11:00:42 AM

michelle.fournier@maine.gov

Resent: 4/14/2026 7:49:30 AM

Senior Procurement Manager

Viewed: 4/14/2026 8:30:31 AM

State of Maine - Office of State Procurement Services

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication (None)

Using IP Address: 198.182.163.113

Electronic Record and Signature Disclosure:

Accepted: 6/16/2025 2:58:49 PM

ID: cc747848-9fcb-4b50-a652-3222b815ed4d

Company Name: Bureau of General Services

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
Beverly Campbell beverly.campbell@maine.gov Beverly L Campbell Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 7/16/2025 12:40:30 PM ID: d3d8f5f4-23fc-4d1c-89fc-ea28d9a92e2e Company Name: Bureau of General Services	COPIED	Sent: 4/14/2026 8:30:39 AM
Wanda Cook wanda.cook@maine.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/14/2026 8:30:40 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/13/2026 9:50:40 AM
Certified Delivered	Security Checked	4/14/2026 8:30:31 AM
Signing Complete	Security Checked	4/14/2026 8:30:38 AM
Completed	Security Checked	4/14/2026 8:30:40 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE CONSENT DISCLOSURE

From time to time, the Department of Administrative and Financial Services' Bureau of General Services (BGS) may be required by law to provide 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. electronic signing system. Please read the following information carefully and thoroughly. 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 end 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 BGS sends to you through the DocuSign system during and immediately after the signing session. If you elect to create a DocuSign signer account, you may access them for limited periods of time (usually 30 days) after their initial transmittal. If you need copies of executed documents after this period, you may request paper copies from BGS by contacting marsha.alexander@maine.gov.

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 as follows.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper form, it will slow the speed at which BGS can complete certain steps in transactions with you. This hampers the delivery of services to you because BGS will need to first send the required notices or disclosures to you in paper form, and then wait until we receive back your acknowledgment of 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 BGS. You will no longer be able to use the DocuSign system to receive required notices and consents electronically or to sign electronically documents from the Bureau.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise, in accordance with the procedures described herein, BGS will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during your relationship with BGS. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all 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 in the following. Please also see the preceding paragraph that describes the consequences of electing not to receive delivery of the notices and disclosures electronically from us.

How to contact BGS:

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.

To contact us by email send messages to: marsha.alexander@maine.gov

To advise BGS of your new e-mail address

To notify BGS of a change in your e-mail address for receiving electronic notices and disclosures, you must send an email message to marsha.alexander@maine.gov or your BGS project manager with your previous and updated e-mail address in the body of your request. We do not require any other information from you to change your email address. Additionally, if you have created a DocuSign account, you must update your email address in the DocuSign system by following the DocuSign process for changing an e-mail address. The State of Maine and BGS is unable to update your DocuSign credentials on your behalf.

To request paper copies from BGS

To request delivery from us of paper copies of the notices and disclosures previously provided by BGS to you electronically, you must send us an e-mail to marsha.alexander@maine.gov. In the body of such a request, you must provide your e-mail address, full name, United States postal address, and telephone number.

To withdraw your consent with BGS

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 session, 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 and, in the body of such request, provide your e-mail address, full name, US Postal address, and telephone number. We do not need any other information from you to withdraw consent. Please be advised that withdrawing consent for electronic documents will be that transactions may take a longer time to process..

Minimum System Requirements Operating Systems

Most modern computers will work just fine with DocuSign. But just to be thorough, this topic provides the minimum system requirements needed to sign with DocuSign. Browsers

- Internet Explorer® (Windows only) 8.0 or above – compatibility mode is supported only for 9.0 and above; Windows Edge® current version, Mozilla Firefox™ current version; Safari™ 6.2 or above; Google Chrome™ current version.

Note: Pre-release (e.g., beta) versions of operating systems and browsers are not supported.

Mobile Signing

- Apple iOS® 7.0 or above; Android 4.0 or above Screen Resolution
- 1024 x 768 minimum (for desktops and laptops)

PDF Reader: Acrobat® or similar software may be required to view and print PDF files.

Security

- Allow per session cookies
- Users accessing the Internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection
- Firewall settings must allow access to the following server: <https://docucdn-a.akamaihd.net>. DocuSign leverages Akamai as a content delivery service to enhance our application's performance.

Acknowledging your access and consent to receive materials electronically

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic Record and Signature Consent Disclosure document; and
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