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GoLibrary Order Form

Library/Institution Name:	
Contact Name:	
Phone:	Email:

Library ILS System Software: .
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Library Card Barcode Series Number Ranging From Lowest to Highest (example: 21901000000001-21901999999999)
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Address of Installation Site:
Description of Installation Site:
Location for Machine Delivery (if different from installation site)

Equipment Color: The equipment can be manufactured with a solid color. The color codes are listed at http://califa.org/golibrary/color_codes.pdf

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Labeling: The equipment is free of labels when delivered from the factory. Pre-made stickers with the letters "GoLibrary" or other names can be applied as an optional purchase. *Recommended font: Arial Rounded MT Bold; size: 3.9 inches. The yellow background plate and color of the machine should be considered.*

Name for Unit: Label Color: Label Size: as recommended above Font Style: as recommended above

Receipts: A receipt is issued to the customer both upon checkout and return of an item. Please indicate the exact wording you would like printed for each receipt in the columns below.

<u>Sample Checkout</u>	<u>Your Library's Wording</u>	<u>Sample Return</u>	<u>Your Library's Wording</u>
Name of Library GoLibrary Phone Location Address Web address Date Time Title of Book Author Due Date Additional Message: Example: Return book in original box to GoLibrary unit only. Thank you.		Name of Library GoLibrary Location Phone Title of Book Author Date Time Thank you Additional Message: Example: Visit our branch in Wheatland or our main branch in Marysville for all your resource needs.	

Starter Kit: Includes a quantity of plastic boxes. The following numbers are approximations of the numbers needed: Thick only (400); Thin only (500); CDs/DVDs only (2700). *Note: CDs/DVDs may not be combined with books.*

Format	Number	Total
Bokomaten		
Adult Books: Thick		
Paperback/Children Books		
Mediamaten		
CDs		
DVDs		

Additional Specs:

Costs: Library agrees to the following costs*:

	Description	Cost Each	Number of Units	Year One Subtotal	Year Two Costs
Option A: Option B:	*GoLibrary Unit Stand-alone or Built-in	\$90,240			
	Warranty: 12 months	Included			
	*Starter Kit: Based upon order	\$4,400			
	Sales tax (varies):				
	Software license: Annual per unit	\$3,200			
	Installation fees 3 days per unit @ \$200/day + travel expenses	\$1,000 (estimate)			
Option C: AIR	Air Freight (est)	\$5,575			
D: Ground	Ground	\$3,000			
	Import/Custom clearing fees per unit	\$1,500 (estimate)			
Option E	Customized programming fees @ \$130/hr	Varies			
Option F	ILS Integration for new ILS system <i>See Integration Agreement</i>	\$6,000			
Option G	ILS Integration to currently programmed ILS <i>See Integration Agreement</i>	\$1,000			
Option H	Service Fees: During Warranty Year 1: \$2,950 Year 2: \$5,900 <i>See Technical Service/Maintenance Agreement</i> Travel expenses are separate for non-warranty issues				
	Loss/Damage Insurance (after receipt at installation site)	At Library's discretion			

	*RFID tags	Library-provided	Vendor providing 1 set with unit		
Option I	*Labels	\$54.00 Optional			
Option J	*Premium fans <i>See Cooling Options for recommendations</i>	\$900			
Option K	*Air Conditioning Unit <i>See Cooling Options for recommendations</i>	\$1600			
Sales Tax	*See taxable items above				
	Approximate Califa per unit invoice amount:				

*Any other tax or shipping obligations will be assessed in a separate invoice.
See also: Contract language.

Note: Integration with ILS is estimated to \$6,000. Only one charge per ILS is required. Future sales to libraries with compatible ILS systems will produce a credit of \$1,000/year on the annual software license up to a total of \$5,000 credit.

TERMS OF PAYMENT (*Note: Califa will act as ordering and fiscal agent*)

Forty (40) percent of order value will be invoiced upon order and due within thirty days thereafter.

Thirty (30) percent of order value will be invoiced upon shipment together with corresponding Shipping Documents with payment due within thirty days thereafter.

Thirty (30) percent of order will be invoiced upon completed installation and passage of receiving member's functionality testing of hardware and software of the GoLibrary unit, and due within thirty days after passage. For the purpose of this section "functionality testing" means those elements of functionality specified in section 4.

Installation must take place within 30 days of arrival of shipment and Functionality Test shall be completed within 5 business days of installation. Califa through its members is responsible for ensuring network connectivity between the site of installation and the Library and its ILS as per Distec's instruction prior to installation. Limitation in network connectivity will limit possibility to complete full Functionality Test. In such case will tests only involve functionality that do not require network connectivity. Connectivity includes: 1. Internet access for the machine; 2. access to an administrator computer, via PCAnywhere and VNC, located inside the library network; 3. access to the ILS network.

Invoices will be submitted by e-mail for print out at Califa. Payment will be effected through transfer of funds into an account specified by Distec.

CALIFA will be responsible for the billing and collection of licensing fees from Consortium Members.

TITLE & INSURANCE

Risk of loss of and damage to GoLibrary shall pass from Distec to Califa member when upon arrival at final destination in California as specified on the Purchase Order.

Distec will be responsible for shipping and insurance from factory to final destination.

Califa through its member shall be responsible for appropriate insurance of GoLibrary from arrival at final destination as specified on each Purchase Order

CUSTOMS/IMPORT FEES

Califa through its members will bear any cost for local customs and/or import duties and/or other shipping fees.

Signed: _____

Date: _____

P.O. # (if needed): _____