

**RESOLUTION NO. 2026 – 56**

**TO ENTER INTO CONTRACT WITH DOCUSIGN FOR PROFESSIONAL SERVICES**

WHEREAS, the Cullman City Council has determined that it would serve a public purpose to enter into contract with DocuSign for the professional services for e-signature document services in the amount not to exceed \$4,212.00; and

NOW THEREFORE BE IT RESOLVED by the Cullman City Council in the State of Alabama that the Mayor is hereby authorized to enter into a contract with DocuSign for the professional services for e-signature document services in the amount not to exceed \$4,212.00.

ADOPTED BY THE CITY COUNCIL this the 12th day of January, 2026.

\_\_\_\_\_  
President of the City Council

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED BY THE MAYOR this the 12th day of January, 2026.

\_\_\_\_\_  
Mayor





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

**Offer Valid Through:** Jan 20,  
2026  
**Prepared By:** JuVonda  
McLaurin  
**Quote Number:** Q-01923568

## ORDER FORM

### Address Information

**Bill To:**

City of Cullman  
204 2nd Ave Ne,  
Cullman, AL, 35055  
United States

**Ship To:**

City of Cullman  
P.O. BOX 278,  
Cullman, AL, 35056-0278  
United States

**Billing Contact Name:**

Pam Leslie

**Billing Email Address:**

pleslie@cullman.gov

**Billing Phone:**

256-775-7104

**Shipping Contact Name:**

Wes Moore

**Shipping Email Address:**

wmoore@cullmanal.gov

**Shipping Phone:**

(256) 775-7110

### Order Details

**Order Start Date:** Jan 12, 2026

**Order End Date:** Jan 11, 2027

**Billing Frequency:** Annual

**Payment Method:** Check

**Payment Terms:** Net 30

**Currency:** USD

**Auto Renewal:** Yes

### Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Business Pro Edition - Envelope Subs.	SUB-3735771-1	Jan 12, 2026	Jan 11, 2027	500	\$ 2,400.00
Silver Success Pack	SUB-3735771-1	Jan 12, 2026	Jan 11, 2027	1	\$ 612.00
eSignature Advanced Workflows Addon - Envelope Subs.	SUB-3735771-1	Jan 12, 2026	Jan 11, 2027	500	\$ 1,200.00

**Grand Total: \$4,212.00**

### Product Details

eSignature Envelope Allowance: 500

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## Overage/Usage Fees

eSignature Business Pro Edition - Envelope Subs. (Per Transaction): \$5.80

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## Order Special Terms

For any subscription-based Service(s) purchased on this Order Form, (a) the Term will automatically renew for additional periods equal to the expiring Term or one (1) year (whichever is shorter), unless either party gives the other written notice of non-renewal at least 30 days before the end of either the Term or subsequent terms; and (b) the pricing during any automatic renewal term may be increased by DocuSign by 5.00% if DocuSign provides the other party written notice of a pricing increase at least forty-five (45) days before the end of that prior term, in which case the pricing increase will be effective upon renewal and thereafter.

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 27, 2025: Subscription # SUB-2967170-1 (Q-01711094)

A prorated credit for the prepaid portion of the remaining Term of all the above Subscription #(s) will be applied toward outstanding invoices and/or payment for this Order Form.

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## 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.

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## 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](mailto: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](mailto:taxexempt@docusign.com).**

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**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](mailto: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.

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**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: Woody Jacobs

Name:

Job Title: Mayor

Job Title:

Date: January 12, 2026

Date: