

Customer Contact & Order Information

Customer	Town of Apex	Accounts Payable Contact	invoice@apexnc.org
Customer Contact	Town of Apex	Accounts Payable Email	invoice@apexnc.org
Customer Address	Apex Town Hall 73 Hunter Street Apex, NC 27502	Accounts Payable Phone	
Customer Email		MHC Order #	00015775
Customer Phone		Order Date	1/20/2026
		Order Expiration	8/31/2026

Subscription Periods & Billing Details

Initial Term Start Date	8/31/2026	Billing Frequency	Annual
Initial Term End Date	8/30/2029	Payment Terms	Net 30
Initial Term	36 months	Billing Currency	USD
License Type	Subscription	Customer PO (if required)	

Please direct billing inquiries and purchase orders to accounting@mhcautomation.com.

MHC Contact Information

MHC Sales Rep	Chris Rademacher	MHC Sales Rep Email	Chris.rademacher@mhcautomation.com
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Product Suite(s)

Product SKU	Description	Annual Volume	Volume Metric	Annual Fee
MTS-NTS-PAYESS	MHC NorthStar Payments Essentials	6,000	Documents	Included
MTS-NTS-PRLENT	MHC NorthStar Payroll Documents Enterprise	20,800	Documents	Included
MTS-NTS-ETXENT	MHC NorthStar Employee Tax Documents Enterprise	1,600	Documents	Included
MTS-NTS-APTENT	MHC NorthStar AP Tax Documents Enterprise	300	Documents	Included
Total Product Suite Annual Fee(s)				\$34,945

One-Time Fees and Professional Services Fees

SKU	Description	Price
SVC-NTS-Setup	One-time on Boarding and Setup Fee	\$27,986
Total One-Time Fees and Professional Services Fees		\$27,986

* Customer-approved optional Services are billed on a time and materials basis if/when effort is expended by MHC. Reasonable travel expenses are estimated in amount above for onsite implementation Services.

Additional Order Form Terms

Legacy Software Maintenance and Support Continuation Period: MHC agrees to continue providing maintenance and support services for the Customer's on-premise software solution as specified in their existing software license and support agreements at no additional fee. The Customer acknowledges that the maintenance and support services will be provided for a limited duration of one year, commencing on the Initial Term Start Date. During the Legacy Software Maintenance and Support Continuation Period, the Customer will actively work towards migrating from the legacy software solution to the MHC cloud solution.

Appendix A: Product features/functionality are included in Appendix A of this document.

Standard Terms & Conditions

This Order Form (the "Order Form"), together with the Master Subscription Agreement dated **MONTH DAY, YEAR**, incorporated herein by reference, constitute the complete agreement between the parties regarding the subject matter herein (the "Agreement").

The initial term of the Agreement commences on the Initial Term Start Date and expires on the Initial Term End Date as specified above (the "Initial Term"). If this Order Form is executed after the Initial Term Start Date or MHC activates the Product Suite(s) after the Initial Term Start Date, MHC may adjust the Initial Term Start Date and Initial Term End Date, without increasing the Product Suite(s) Annual Fee, based on the date MHC activates the Product Suite(s) and provided that the total term length does not change. The Initial Term may be renewed in a writing signed by both parties for successive terms equal to the length of the Initial Term (each, a "Renewal Term", and the Initial Term and Renewal Term are collectively, the "Term").

The signatures below acknowledge the agreement of each party to be bound by the Agreement. The undersigned representative of Customer represents that he/she has read, understands, and accepts, on behalf of Customer, as a duly authorized representative of Customer, the Agreement.

Signature page to follow

MHC Software, LLC**Customer**

By:**By:****Name:****Name:****Title:****Title:****Date:****Date:**

The parties acknowledge and agree that the Order Form may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via PDF) of an original signature.

Appendix A

Standard Feature Inclusions	Description
Workspaces & Projects	Organize and manage Workspaces and Projects for streamlined automation workflows and process segmentation.
Automation & Workflow Management	Deploy custom automation solutions and manage workflows for optimal data processing and efficiency.
Content & Email Automation	Tailor document configurations and automate email communications for content distribution and management.
User & Access Management	Manage users, regulate user permissions, define roles, and structure groups for targeted access control.
Dashboards	Utilize dashboards for comprehensive monitoring of system transactions and operational performance.
Document Storage	Maintain and access a secure repository for document and data archival and retrieval.
System Audit	Conduct detailed tracking and reporting of sensitive system activities ensuring security and regulatory adherence.
Application Appearance	Customize the user interface (logos, colors, etc.) to align the solution with organizational branding.
Account License & Storage	Oversee and manage subscription services and control digital resource allocation.
Integrations	Seamlessly integrate with compatible external systems via REST API or SFTP for enhanced interoperability.
Printers	Manage document printing with automated processes for greater operational control.
Global Task Definition	Establish and manage standardized tasks for systematic approval procedures and transactions.

Proposed Solution	Scope Inclusions
MHC NorthStar Payments Essentials MTS-NTS-PAYESS	▪ AP Check Printing: Design your own branded check, define the rules using external data for assembly and distribution ▪ Positive Pay: Create and send positive pay files to the bank automatically for fraud prevention around check payments
MHC NorthStar Payroll Documents Enterprise MTS-NTS-PRLENT	▪ Payroll Document Creation & Distribution: (Print Positive Pay) ▪ NorthStar Document Self-Service Access for Employees: Includes mhckBA authentication for non-active employee access to related documents
MHC NorthStar Employee Tax Documents Enterprise MTS-NTS-ETXENT	▪ Employee Tax Document Creation & Distribution: (Print Electronic Standard W-2s/W-2Cs & 1095-Cs) ▪ NorthStar Document Self-Service Access for Employees: Includes mhckBA authentication for non-active employee access to related documents
MHC NorthStar AP Tax Documents Enterprise MTS-NTS-APTENT	▪ Automate AP Tax Document Creation & Distribution: (Print 1099 Misc/Int/Div/Nec/S)