



PC Legal Tools, Inc. dba TrackerCorp  
 A SUBSIDIARY OF MITRATECH HOLDINGS, INC.  
 5001 PLAZA ON THE LAKE, SUITE 111  
 AUSTIN TEXAS 78746  
 PHONE 512-382-7322  
 EMAIL: US-Accounts@Mitratesch.com

Billing Contact First Name		Billing Address	
Billing Contact Last Name		Billing City	
Billing Contact Phone		Billing State	
Billing Contact Email		Billing Zip Code	

#### Order Details

Customer Name	Apex North Carolina		
Order Effective Date	July 30, 2021	Payment Terms	Net 30
Order Renewal Date	3 years from Effective Date	Payment Method	ACH/Wire Transfer/Check
Billing Frequency	Annually	Billing Currency	USD

<b>Remit checks to:</b> Mitratesch Holding Inc. 5001 Plaza on the Lake Ste 111 Austin TX, 78746 United States	<b>ACH/Wire Transfer:</b> Silicon Valley Bank 3003 Tasman Drive Santa Clara, CA 95054 Bank Account # 3300835971 ABA # 121140399 Swift Code: SVBKUS6SIBO
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Note: If this Order Form is executed and/or returned to PC Legal Tools, Inc. dba Tracker Corp, a subsidiary of Mitratesch Holdings, Inc., by Customer after the Order Start Date above, PC Legal Tools, Inc. dba Tracker Corp., a subsidiary of Mitratesch Holdings, Inc. may adjust the Order Start Date, without increasing the Total, based on the date PC Legal Tools, Inc. dba Tracker Corp., a subsidiary of Mitratesch Holdings, Inc. activates the products and services and provided that the total term length does not increase. Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Customer. To the extent PC Legal Tools, Inc. dba Tracker Corp., a subsidiary of Mitratesch Holdings, Inc. is required to collect taxes, the applicable tax will be added to your invoice. This is not an invoice.

#### Product & Services

Product	Description	Year 1 Fees	Year 2 Fees	Year 3 Fees
<b>I9 Complete: I9 Records</b>	I9 Complete Annual License(s) includes: <ul style="list-style-type: none"> <li>Unlimited number of User Accounts for HR I-9 personnel</li> <li>Customer support for 2 Authorized I-9 Representatives (System Administrators)</li> <li>Certified E-Verify integration configurable by employer, state, worksite &amp; user</li> <li>Automated E-Verify batch case closure processing option</li> <li>Detailed Audit Trail for "Good Faith Defense" in case of an OFCCP or ICE audit</li> </ul>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>

	<ul style="list-style-type: none"> <li>Ability to download a complete copy of the I-9 record data</li> <li>Remote I-9 Section 1; Section 1 &amp; 2 configurable completion mode</li> <li>Section 3 Reverifications and Rehires</li> <li>Purge management</li> <li>Dashboard and reporting functionality that includes re-verification reminders, data purging, I-9s pending and custom report generation</li> <li>First-year's Annual Record Retention and Audit Support Fee includes all monthly software release updates</li> <li>Training for 2 Authorized I-9 Complete System Administrators (Train the Trainer) via On-line Training: includes Client Admin Training and general End-User Training</li> </ul> <p>Maximum of <b>300</b> new I-9 records created annually. New I-9 record creation in excess of the annual maximum, "overage", will be reviewed quarterly and invoiced in any quarter following occurrence at <b>\$8.75</b> per record. Any unused portion of the annual subscription does not roll over to the next subscription period.</p>			
<b>I9: Complete: Record Retention and Audit Support</b>	<p>Record Retention and Audit Support for I9 Records includes:</p> <ul style="list-style-type: none"> <li>Retention of previously created I-9s in a secure and encrypted repository</li> <li>Ability for Mitrtech to download and deliver a complete copy of all I-9 and E-Verify data</li> <li>Detailed Audit Trail for "Good Faith Defense" in case of OFCCP or ICE audit</li> <li>ICE, DOJ, IER, and E-Verify Audit support for all retained records</li> <li>Backup of files and full disaster recovery <ul style="list-style-type: none"> <li><i>Year 2 Record Retention is for a maximum of 300 new I-9 records completed in Year 1. Record retention in excess of the maximum + 10% will be billed at \$0.25 per record.</i></li> <li><i>Year 3 Record Retention is for a maximum of 600 new I-9 records completed in Years 1 and 2. Record retention in excess of the maximum + 10% will be billed at \$0.25 per record.</i></li> </ul> </li> </ul>	<b>Included</b>	<b>\$75</b>	<b>\$150</b>
<b>Site Configuration &amp; Set Up</b>	<p>Tracker I-9 Complete site to be configured to meet client specific preferences:</p> <ul style="list-style-type: none"> <li>Up to 12.5 hours of professional services time</li> <li>Customized w/Company logo</li> <li>Initial administrative set-up and training</li> </ul>	<b>\$2,500</b>	<b>N/A</b>	<b>N/A</b>



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	<ul style="list-style-type: none"><li>• One-time worksite and user setup using Mitratesch standard import template</li><li>• One E-Verify account and Memo of Understanding (MOU) set-up included. Additional E-Verify account set-up, one-time fee of \$195.00 each. System implementation will be completed within 180 days; otherwise, additional professional services fees will apply.</li></ul> <p>Any additional time beyond the hours stated above will be billed at the hourly rate of \$200/hour. Mitratesch will obtain Client's written consent prior to exceeding the hours stated above and incurring additional costs.</p>			
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### Agreement & Acceptance

This Tracker Corp Solution Order Form, including the Tracker Corp **Terms and Conditions** referred to herein (together, the "**Agreement**") forms a binding agreement between "**Customer**" ("you" or "your" or "Client") (identified in this Order Form) and PC Legal Tools, Inc. dba TrackerCorp., a subsidiary of Mitratesch Holdings, Inc., a Delaware corporation, located at 5001 Plaza on the Lake, Suite 111, Austin, Texas 78746. PC Legal Tools, Inc. dba Tracker Corp, a subsidiary of Mitratesch Holdings, Inc., and you may be referred to herein individually as a "Party" and together as the "Parties" throughout this Agreement.

Notwithstanding what is stated in section 15.3 of the Agreement, or otherwise, with regards to legal forum and choice of law, this Order Form shall be subject to North Carolina laws and North Carolina courts shall have exclusive jurisdiction.

**Terms and Conditions:** Unless otherwise appended to or associated with this Order Form, the terms and conditions (the "**Terms and Conditions**") accessible through the following website is incorporated into, and forms part of, this Agreement: <https://mitratesch.com/tracker-terms-conditions/>, unless (i) a written Agreement exists that has been executed by both parties, in which case such written Agreement will govern or (ii) otherwise set forth herein. By signing below, Customer acknowledges that they have read and understood the terms of the Agreement, and for good and valuable consideration, agrees to be bound by such terms:

#### Apex North Carolina

#### PC Legal Tools, Inc. dba TrackerCorp (a subsidiary of Mitratesch Holdings, Inc.)

Signature		Signature	
Name		Name	
Title		Title	
Date		Date	