

**AMENDMENT No. 4
TO AN AGREEMENT
BY AND BETWEEN
THE TEXAS A&M UNIVERSITY SYSTEM OFFICES
AND EMBASSY RECORDS MANAGEMENT AND STORAGE**

This Amendment No. 4 ("Amendment") serves to amend the Services Agreement, effective August 23, 2016, between The Texas A&M University System ("System") and Embassy Records Management and Storage ("PROVIDER"), and is effective August 4, 2021 ("Amendment Effective Date"). System and PROVIDER agree to amend the agreement as follows:

2. TERM OF THE AGREEMENT

This agreement shall be extended for the period beginning August 24, 2021 and ending on August 23, 2022.

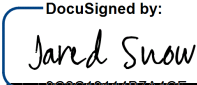
All other terms and conditions not hereby amended are to remain in full force and effect.

The Texas A&M University System:

By: 
E2BE2924E69547F...
Jeff Zimmermann
Director, Procurement & Business Services

Date: 8/16/2021 | 13:26:46 CDT

Embassy Records Management and Storage:

By: 
8C2C19114B7A4CE...
Jared Snow
GM

Date: 8/13/2021 | 08:50:12 PDT

Certificate Of Completion

Envelope Id: 18A4304946694B6AA079CBD9A37DDDE5

Status: Completed

Subject: Please DocuSign: Embassy Amendment 4.docx

Source Envelope:

Document Pages: 1

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Jacqueline Gibson

AutoNav: Enabled

100 Phoenix Drive

Envelopeld Stamping: Enabled

Suite 111

Time Zone: (UTC-06:00) Central Time (US & Canada)

Ann Arbor, MI 48108

jgibson@tamus.edu

IP Address: 128.194.24.174

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Status: Original

Holder: Jacqueline Gibson

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8/4/2021 11:27:53 AM

jgibson@tamus.edu

Signer Events

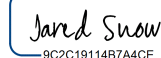
Jared Snow

jared@embassyrms.com

GM

Security Level: Email, Account Authentication
(None)**Signature**

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9C2C19114B7A4CE...

Signature Adoption: Pre-selected Style

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Viewed: 8/4/2021 11:41:22 AM

Signed: 8/13/2021 10:50:12 AM

Electronic Record and Signature Disclosure:

Accepted: 8/4/2021 11:41:22 AM

ID: aa338280-0c66-4ffd-a35b-6b0491bb7a04

Jeff Zimmermann

jzimmermann@tamus.edu

Director, Procurement & Business Services

The Texas A&M University System

Security Level: Email, Account Authentication
(None)

DocuSigned by:

E2BE2924E69547F...

Signature Adoption: Pre-selected Style

Using IP Address: 128.194.24.89

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Viewed: 8/16/2021 1:26:28 PM

Signed: 8/16/2021 1:26:46 PM

Electronic Record and Signature Disclosure:

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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****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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8/4/2021 11:29:31 AM

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8/16/2021 1:26:28 PM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	8/16/2021 1:26:46 PM
Completed	Security Checked	8/16/2021 1:26:46 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, The Texas A&M University System (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and 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 bottom of this document.

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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 below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your 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 your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

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

How to contact The Texas A&M University System:

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 as follows:

To contact us by email send messages to: identity@tamu.edu

To advise The Texas A&M University System of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at identity@tamu.edu and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from The Texas A&M University System

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to identity@tamu.edu and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with The Texas A&M University System

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 account, 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 to identity@tamu.edu and in the body of such request you must state your e-mail, full name, US Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	•Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify The Texas A&M University System as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by The Texas A&M University System during the course of my relationship with you.