**USER INSTRUCTIONS FOR MASTER AGREEMENT**

**(LEVERAGED PROCUREMENT)**

Please carefully review these User Instructions.

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| Name of the entity that established the Master Agreement and contact person information:  [add contract # if applicable] |
| Name of the Contractor and contact person information: |
| Goods/Services: *[add information about the types of goods/services that may be procured under the Master Agreement; provide pricing and payment information.]* |
| Only the following entities are eligible to procure under the Master Agreement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[clearly identify the entities]*.  The term of the Master Agreement is from \_\_\_\_\_\_\_, 20\_\_ through \_\_\_\_\_\_, 20\_\_.  [*add information about term extensions, as applicable*] |

1. Any entity that orders goods and/or services under this Master Agreement:
2. should first carefully review the Master Agreement and determine whether procuring under the Master Agreement is consistent with the entity’s requirements;
3. must first enter into a Participating Addendum (Appendix E to the Master Agreement) with the Contractor;
4. is solely responsible for the acceptance of and payment for goods/services; and
5. is subject to the terms and conditions of the Master Agreement; and is solely responsible for its obligations and any breach of its obligations.
6. Each Participating Addendum is a separate, independent contract between the Contractor and the entity entering into the Participating Addendum, subject to the following:
7. Each Participating Addendum is governed by the Master Agreement, and the terms of the Master Agreement are incorporated into each Participating Addendum;
8. a Participating Addendum may not alter or conflict with the terms of the Master Agreement, or exceed the scope of the goods/services provided for in the Master Agreement; and
9. the term of a Participating Addendum may not extend beyond the expiration date of the Agreement.
10. ***[Instructions to the judicial branch entity that established the Master Agreement: consider additional provisions for these User Instructions, as appropriate, and to the extent consistent with the Master Agreement. For example:]***

* *[Procedures for ordering goods/services. Procurement restrictions or limits (e.g., dollar amount minimum or maximums)]*
* *[How to obtain a copy of the Master Agreement and the Participating Addendum]*
* *[Notice requirements, or any approvals required from the judicial branch entity that established the Master Agreement]*
* *[Explain how updates (e.g. term extensions) regarding the Master Agreement will be communicated to the entities participating in the Master Agreement (e.g., “Please visit the following website for updates regarding the Master Agreement and related documents.”]*
* *[As appropriate, summarize/explain key provisions of the Master Agreement]*
* *[Any other important information about procurement under the Master Agreement]*