



Business Applications DocuSign Not For Profit (NFP)

Information about the service

DocuSign is a Business App. Business Apps are a range of applications designed to increase business productivity and can be accessed on compatible tablet and mobile devices with an internet connection (Compatible Devices). You can purchase Business App licences from the Telstra Apps Marketplace marketplace.telstra.com

DocuSign Not For Profit (NFP) is a family of DocuSign plans and add ons available to registered charities and Not For Profit organisations with a valid ACNC ABN. DocuSign is an electronic signature and document management solution. It allows users to automate the signing process for faster turnarounds, lower transaction costs and superior document security.

Telstra Apps Marketplace

The Telstra Apps Marketplace is a web-based marketplace that enables you to purchase and manage various software applications that we make available from time to time.

You need an internet connection to access the Telstra Apps Marketplace. To start using the Telstra Apps Marketplace, visit marketplace.telstra.com and create an account.

You need to meet minimum system requirements to use certain applications available on the marketplace, which will be set out on marketplace.telstra.com and Our Customer Terms.

You're responsible for ensuring that you meet these requirements.

Compatibility

A list of all current supported browsers and operating systems can be found on telstra.com/docuSign

Minimum Term

12, 24 or 36 month terms for listed plans, pre-paid in advance.

At the end of your 12, 24 or 36 month term, your listed plan will automatically renew for the same term and at the same price. If you do not want your plan to renew, you must cancel by advising Telstra at least 14 days before the end of the term.

Add Ons automatically suspend for 14 days at end of their listed term which, if you have still not renewed your subscription, will be cancelled.

What's included

- Free Concierge service to help you get started.
- Electronic document signing using one of the predefined signature styles or by uploading your own standard signature.
- 100 envelopes for each licence that you activate. These envelopes pool at an account level and can be used by any eligible user on the same account.
- Access to the application via a compatible desktop browser or via a compatible Android, iOS or Windows tablet or smart phone.
- Bank class security features and encryption technology.
- Ability to send documents out in 12 different languages and sign documents in 43 different languages.
- Automated work-flows
- Customisation options

What's not included

To access DocuSign, each user will need to download the applicable DocuSign app from their Compatible Device's application store. Data download charges may apply.

In order to integrate DocuSign with back-end systems, you may need to make changes to your system set-up. You are responsible for this. If you require system integration, before purchasing licences for DocuSign, please contact us to discuss your specific business needs.

Other important information

Each licence enables one user to initiate the signing of documents via DocuSign. If you have additional users that will be using DocuSign, you will need to purchase additional user licences.

A DocuSign NFP plan needs to be manually provisioned which may take up to 48 hours. You must also request us to transfer your data and templates to move from a trial to a new plan or between plans. This too is manually provisioned and may take up to 48 hours to complete.

Information about pricing

Plan pricing

Plan	Number of users permitted	Pricing (inc GST) paid annually in advance per user/per year
DocuSign Standard NFP	2 – 5	\$314.30
DocuSign Business Pro NFP	2 – Unlimited	\$508.20
DocuSign Business Pro plus Premier Support NFP	2 – Unlimited	\$584.50
DocuSign Business Pro plus EP Support NFP	2 – Unlimited	\$620.20
DocuSign Enterprise Pro NFP	2 – Unlimited	\$1,062.60
DocuSign Enterprise Pro plus Premier Support NFP	2 – Unlimited	\$1,222.20
DocuSign Enterprise Pro plus EP Support NFP	2 – Unlimited	\$1,296.40

You need to purchase a licence for each individual user that will be sending envelopes out for signing.

Additional Envelope Add Ons

Add Ons are for the term listed in the tables below. For Add Ons for multiple years, they can only be purchased for the corresponding listed Plan term.

Add On	Pricing (inc GST) 12 months pre-paid per user/per year
100 Additional Envelopes for Standard plan	\$448
100 Additional Envelopes for Business Pro	\$726
100 Additional Envelopes for Enterprise Pro	\$1,518

Authentication Add Ons

Add On	Pricing (inc GST) Once off pre-paid per user
500 Phone Authentication Pack	\$550
500 SMS Authentication Pack	\$165

Design and Implementation Service Add Ons

Add On	Pricing (inc GST) Once off pre-paid
Consulting per hour	\$440 per hour
Consulting 10 hr bundle	\$4,400
Consulting 20 Hour Bundle	\$8,800
Adoption Quick Start	\$512 per user
Custom Engagement	\$374 per hour
Administrators Certification Course	\$2,563 per person
Template Creation Package	\$220 per template

Account Level Add Ons

Add On	Pricing (inc GST) Once off pre-paid per account
Single Sign On	\$3,767

Add On	Pricing (inc GST) 12 months pre-paid per account upfront
DocuSign Retrieve	\$9,042

Connector Add Ons

Add On	Pricing (inc GST) 12 months pre-paid per user upfront
DocuSign Alfresco Connector	\$216
DocuSign Google Enterprise Apps Connector	\$216
DocuSign Microsoft Dynamics CRM Connector	\$216
DocuSign Microsoft SharePoint Connector	\$216
DocuSign Netsuite Connector	\$216
DocuSign Sugar CRM Connector	\$216
DocuSign SAP Connector	\$216
DocuSign Salesforce Connector	\$216
DocuSign Ariba Connector	\$216
DocuSign SuccessFactors Connector	\$216
DocuSign Generic Connector	\$216

Additional Feature Add Ons

Add On	Pricing (inc GST) 12 months pre-paid per user upfront
Advanced Administration with SSO	\$184
Expanded Branding for plans	\$396
Advanced Workflows for Business Pro plans	\$370
DocuSign Connect	\$180

This is a summary only – the full legal terms for this plan are contained in your agreement with Telstra including Our Customer Terms, which is available at telstra.com/docusignnfp/terms

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Total minimum plan cost

The minimum amount that you will pay over your licence term for two DocuSign licences is set out in the table below.

Plan	12 month subscription (inc GST) payable annually in advance	24 month subscription (inc GST) payable annually in advance in two installments	36 month subscription (inc GST) payable annually in advance in three installments
Standard NFP	\$628.60	not available	not available
Business Pro NFP	\$1,016.40	\$2,032.80	\$3,049.20
Enterprise Pro NFP	\$2,125.20	\$4,250.40	\$6,375.60
DocuSign Business Pro Advanced NFP	\$1,169.00	\$2,338.00	\$3,507.00
DocuSign Enterprise Pro Advanced NFP	\$2,444.40	\$4,888.80	\$7,773.20
DocuSign Business Pro EP NFP	\$1,240.40	\$2,480.80	\$3,721.20
DocuSign Enterprise Pro EP NFP	\$2,592.80	\$5,185.60	\$7,778.40

Termination

If you terminate your 12, 24 or 36 month term before your chosen plan has expired Early Termination Charges will apply.

Canceling Plans before renewal: You can cancel your plan 14 days before the end of the term through your Telstra Apps Marketplace account, by calling Customer Care on 1800 878 483 or contacting your Account Manager (if you are account managed).

Early Termination Charge

Early Termination Charges (ETCs) for your subscription are calculated as 100% of the fee for the number of remaining months in your subscription term.

30 Day Free Trial

All new DocuSign Not For Profit (NFP) subscribers will be entitled to receive a 30 day free trial. At the end of the 30 day free trial your plan will expire and you will need to choose a paid subscription plan instead. If you do not choose a paid subscription plan, your service will be automatically suspended for 14 days after which, if you have still not opted into a paid subscription plan, your licences will be cancelled and any documents or templates that you had stored in DocuSign will be deleted. There is a maximum of 10 users permitted on the 30 day free trial.

Other information

Manage your service online

You can manage your Telstra Apps Marketplace applications online at marketplace.telstra.com

Billing

The figures in this Critical Information Summary are for a full billing cycle but your first bill may include pro rata charges for part of the month if you purchased user licences or cancelled user licences part way through a billing period.

We're here to help

You'll find more information at telstra.com/business. If you have questions about your bill, technical support service or connection, please call the Telstra Apps Marketplace Help Desk on 1800 878 483 or 133 677 (TTY).

Complaints or disputes

If you need to make a complaint you can:

- call 13 2000 and say “complaint”
- call your Account Representative if you have one
- visit telstra.com/business/complaints

Further investigation

If we can't resolve your complaint to your satisfaction, you can contact the Telecommunications Industry Ombudsman by phone on 1800 062 058. For full contact information go online at tio.com.au/about-us/contact-us