



Instructure, Inc.  
6330 South 3000 East, Suite 700  
Salt Lake City, UT 84121  
United States

Order Form

Order: Q-462756-2  
Date: 2025-08-27  
Order Valid Through: 2025-08-31

Order Form for Prairie View A&M University

Bill to Information

Entity Name: Prairie View A&M University  
Address: FM 1098 Road and University Drive  
City: Prairie View  
State/Province: Texas  
Zip/Postal Code: 77446  
Country: United States

Billing Contact

Name:  
  
Email:  
  
Phone:

Ship to Information

Entity Name: Prairie View A&M University  
Address: FM 1098 Road and University Drive  
City: Prairie View  
State/Province: Texas  
Zip/Postal Code: 77446  
Country: United States

Shipping Contact

Name: Sarina Willis  
  
Email: srwillis@pvamu.edu  
  
Phone: +1 936 261 1242

Billing Information

Billing Frequency: Annual Upfront  
Billing Frequency Term: Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.  
Payment Terms: Net 30

Year 1								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S10	Diploma Services Size: 8.5x11	2025-09-01	2026-08-31	Recurring	Enrollment	2,000	USD 8.95	USD 17,900.00
S2	Receive Premium	2025-09-01	2026-08-31	Recurring	Enrollment	1	USD 6,891.00	USD 6,891.00
S6	Diploma Services Size: 11x14	2025-09-01	2026-08-31	Recurring	Enrollment	70	USD 15.75	USD 1,102.50
S8	Diploma Services Size: Custom	2025-09-01	2026-08-31	Recurring	Enrollment	600	USD 12.60	USD 7,560.00

Year 1 Transaction Pricing:				
Reference	Description	Start Date	End Date	Price
T4	Transcript Services	2025-09-01	2026-08-31	USD 2.75

Year 2								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S16	Diploma Services Size: 11x14	2026-09-01	2027-08-31	Recurring	Enrollment	70	USD 16.50	USD 1,155.00
S18	Diploma Services Size: Custom	2026-09-01	2027-08-31	Recurring	Enrollment	600	USD 13.25	USD 7,950.00
S2	Receive Premium	2026-09-01	2027-08-31	Recurring	Enrollment	1	USD 7,236.00	USD 7,236.00
S20	Diploma Services Size: 8.5x11	2026-09-01	2027-08-31	Recurring	Enrollment	2,000	USD 9.40	USD 18,800.00

Year 2 Transaction Pricing:				
Reference	Description	Start Date	End Date	Price
T14	Transcript Services	2026-09-01	2027-08-31	USD 3.00

Year 3								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S2	Receive Premium	2027-09-01	2028-08-31	Recurring	Enrollment	1	USD 7,597.00	USD 7,597.00
S26	Diploma Services Size: 11x14	2027-09-01	2028-08-31	Recurring	Enrollment	70	USD 17.30	USD 1,211.00
S28	Diploma Services Size: Custom	2027-09-01	2028-08-31	Recurring	Enrollment	600	USD 13.90	USD 8,340.00
S30	Diploma Services Size: 8.5x11	2027-09-01	2028-08-31	Recurring	Enrollment	2,000	USD 9.90	USD 19,800.00

Year 3 Transaction Pricing:				
Reference	Description	Start Date	End Date	Price
T24	Transcript Services	2027-09-01	2028-08-31	USD 3.25

Billing Summary			
Segment	Recurring	Non-Recurring	Total
Year 1	USD 33,453.50	USD 0.00	USD 33,453.50
Year 2	USD 35,141.00	USD 0.00	USD 35,141.00
Year 3	USD 36,948.00	USD 0.00	USD 36,948.00
<b>Total</b>	<b>USD 105,542.50</b>	<b>USD 0.00</b>	<b>USD 105,542.50</b>

Reference	Products	Description
T4	Transcript Services	Learner Type: Current + Alumni Delivery Method: Parchment Print and Digital Financing Option: Transaction - Requestor Pay
S10	Diploma Services Size: 8.5x11	Shell Type: Custom Delivery Method: Parchment Print and Digital Ship to: Student Financing Option: Subscription - Recurring Size: 8.5x11 Volume Subscription Pricing: Full Annual
S2	Receive Premium	Financing Option: Subscription - Recurring Volume Subscription Pricing:
S6	Diploma Services Size: 11x14	Shell Type: Custom Delivery Method: Parchment Print and Digital Ship to: Student Financing Option: Subscription - Recurring Size: 11x14 Volume Subscription Pricing: Full Annual
S8	Diploma Services Size: Custom	Shell Type: Custom Delivery Method: Parchment Print and Digital Ship to: Student Financing Option: Subscription - Recurring Size: Custom Volume Subscription Pricing: Full Annual

#### Quote Special Terms

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

**Payment Terms - Renewal Order Form:** In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

**Payment Processing Fee:** Subject to limitations and prior written approval of Instructure, Customer can add a surcharge to each credential request as a method of cost recovery for some or all of Customer's fees, or an auxiliary revenue source. Due to the processing fees assessed by Instructure's credit card processing vendor, there will be a 5% processing fee on all credit card (including debit) charges in excess of the credential request fee. Instructure will remit to Customer any surcharges (less any processing fees on a monthly basis, no later than 45 days following the end of each calendar month).

**Overages:** The annual subscription fee is non-refundable, and any credential requests included within the subscription must be used within each annual period of the Term. If the cumulative number of credential requests during an annual period exceeds the subscription's credential request limit, Customer will be charged an

overage fee for each additional credential request at the rates specified in the applicable Order Form ("Overage Fee"). Overage Fees will be invoiced by Instructure monthly in arrears for the remainder of the then-current subscription period.

**Pricing:** Unless otherwise expressly specified in the Order Form, after the first twelve (12) months of the Agreement, Instructure, in its sole discretion, may increase the fees payable for Services under this Agreement annually. Instructure will provide at least sixty (60) days advance notice of such fees increase, which will be effective as of the date in such notice.

**Terms and Conditions**

**Governing Terms:** This Order Form shall be governed by Master Agreement with the Texas A&M University System Offices.

**Conflict Clause:** In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form?  Please Enter (Yes or No):      Yes	Check here if your company is exempt from US state sales tax:  X
If Yes, please enter PO Number:	<i>Please email all US state sales tax exemption certifications to ar@instructure.com</i>

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Prairie View A&M University

Signature:

James R. McKee

Name:

James R. McKee

Title:

Sr. Vice President, Chief Financial Officer

Date:

12/18/2025 | 5:26 PM CST

Instructure, Inc. (USA/CAN)

Signature:

Name:

Title:

Date:



Instructure, Inc.  
6330 South 3000 East, Suite 700  
Salt Lake City, UT 84121  
United States

Order Form

Order: Q-449141-1  
Date: 2025-09-08  
Order Valid Through: 2025-12-03

Order Form for Prairie View A&M University

Bill to Information

Entity Name: Prairie View A&M University  
Address: FM 1098 Road and University Drive  
City: Prairie View  
State/Province: Texas  
Zip/Postal Code: 77446  
Country: United States

Billing Contact

Name:  
  
Email:  
  
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Ship to Information

Entity Name: Prairie View A&M University  
Address: FM 1098 Road and University Drive  
City: Prairie View  
State/Province: Texas  
Zip/Postal Code: 77446  
Country: United States

Shipping Contact

Name: Sarina Willis  
  
Email: srwillis@pvamu.edu  
  
Phone: +1 936 261 1242

Billing Information

Billing Frequency: Annual Upfront  
Billing Frequency Term: Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.  
Payment Terms: Net 30

Year 1								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S2	Data Automation	2025-12-04	2026-12-03	Recurring	Enrollment	1	USD 26,250.00	USD 26,250.00

Billing Summary			
Segment	Recurring	Non-Recurring	Total
Year 1	USD 26,250.00	USD 0.00	USD 26,250.00
Total	USD 26,250.00	USD 0.00	USD 26,250.00

Reference	Products	Description
S2	Data Automation	Financing Option: Subscription - Recurring Volume Subscription Pricing:

Quote Special Terms

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overage fee for each additional credential request at the rates specified in the applicable Order Form ("Overage Fee"). Overage Fees will be invoiced by Instructure monthly in arrears for the remainder of the then-current subscription period.

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**Terms and Conditions**

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PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form?  Please Enter (Yes or No):        Yes	Check here if your company is exempt from US state sales tax:  X
If Yes, please enter PO Number:	<i>Please email all US state sales tax exemption certifications to ar@instructure.com</i>

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**Prairie View A&M University**

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**Instructure, Inc. (USA/CAN)**

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Name:

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