RE: Supplier to load into CI for contract award and e-signature - Everlaw

Novak, Michael (VITA) <michael.novak@vita.virginia.gov>

Wed 11/23/2022 12:49 PM

To: Contracts <Contracts@vita.virginia.gov>

Hello,

I do not see Josh Buckler as a signatory in CI; can that be added?

Michael Novak
Strategic Sourcing Consultant, Supply Chain Management
Virginia IT Agency (VITA)
Connecting - Protecting - Innovating
michael.novak@vita.virginia.gov
(804) 510-7126

VITA Customer Care Center - Call (866) 637-8482 (toll free) to report an outage or request service. Or e-mail the VCCC at vccc@vita.virginia.gov. Please note: E-mail should not be used to report critical issues or outages impacting an agency. To report a critical issue, please call the VCCC directly.

From: Contracts <Contracts@vita.virginia.gov>
Sent: Thursday, November 17, 2022 11:35 AM
To: Novak, Michael (VITA) <michael.novak@vita.virginia.gov>
Subject: Re: Supplier to load into CI for contract award and e-signature - Everlaw

It's an I as in iron

Contracts Administration

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From: Novak, Michael (VITA) <michael.novak@vita.virginia.gov>
Sent: Thursday, November 17, 2022 11:34 AM
To: Contracts <Contracts@vita.virginia.gov>
Subject: RE: Supplier to load into CI for contract award and e-signature - Everlaw

Is that "EL" or "EI"?

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From: Contracts <Contracts@vita.virginia.gov>
Sent: Thursday, November 17, 2022 11:33 AM
To: Novak, Michael (VITA) <michael.novak@vita.virginia.gov>
Subject: Re: Supplier to load into CI for contract award and e-signature - Everlaw

Done, acronym - EI

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From: Novak, Michael (VITA) <michael.novak@vita.virginia.gov>
Sent: Thursday, November 17, 2022 11:07 AM
To: Contracts <Contracts@vita.virginia.gov>
Subject: Supplier to load into CI for contract award and e-signature - Everlaw

Hello – can you please load the following into CI? This is the third request of four (I have not yet sent the information for the fourth supplier); sorry for all the requests!

- Your legal company name, as it should appear in the contract - Everlaw Inc.
- Your corporate headquarter address - 2101 Webster St Suite 1500, Oakland, CA 94612
- Your company's federal identification number (sometimes called the "FEIN") - 27-4422378
- Your Account Manager - Anna Schnitter, Enterprise Account Executive, 609-955-2670, annaschnitter@everlaw.com
- The full name, title and email address of the person that will sign the contract offer (your signatory). Josh Buckler, Senior Vice President of Sales, Josh@everlaw.com

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