

# CONTRACT ROUTING SHEET

Date Prepared: July 13, 2016

Need Date: ASAP

**PROCESSING DEPARTMENT:**

Department: Procurement & Contracts  
Dept. Contact: Ashley Wells  
Phone #: x5804  
Department Head Signature: [Signature]

**CONTRACTOR:**

Name: j2 Cloud Services, Inc.  
Address: 6922 Hollywood Blvd., Suite 500  
Los Angeles, CA 90028  
Phone: 323-860-9200

**CONTRACTING DEPARTMENT:** Information Technologies

Service Requested: eFax Services  
Contract Term: Perpetual Contract Value: Approx. \$32k per year  
Compliance with Human Resources requirements? Yes:                      No: ✓  
Compliance verified by: N/A – Web based application

**COUNTY COUNSEL:** (Must approve all contracts and MOU's)

Approved: ✓ Disapproved:                      Date: 7/25/16 By: [Signature]  
Approved:                      Disapproved:                      Date:                      By:                     

EL DORADO COUNTY COUNSEL  
2016 JUL 15 AM 10:39

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

**RISK MANAGEMENT:** (All contracts and MOU's except boilerplate grant funding agreements)

Approved: ✓ Disapproved:                      Date: 7-26-16 By: [Signature]  
Approved:                      Disapproved:                      Date:                      By:                     

COMPLIANT IN EPX. CAN.

EDC HR/RISK  
16 JUL 26 PM 2:12

**OTHER APPROVAL:** (Specify department(s) participating or directly affected by this contract).

Departments:                       
Approved:                      Disapproved:                      Date:                      By:                       
Approved:                      Disapproved:                      Date:                      By: