



Courtland Consulting
1500 Watertower Place, Suite 200
East Lansing, MI 48823
(517) 908-3951
sales@courtlandconsulting.com
courtlandconsulting.com

Pricing Quote Agreement

Date: 1/19/2015

Customer: Tim Morrison
ERICSA
tim@rainbowassoc-meetings.com

Website: www.ericosa.org

Web Services Package

☐ Select which web services you are interested in with an 'X'

Service(s)			Investment
1. ☐ Custom Report for Conference Registrations			Estimated Hours = 20 Hours
Courtland will create a custom view to an all-inclusive report for the registration and membership signup for conference registrations. The following report data will be included and subject to change per the signed requirements document by the client and Courtland project manager.			Standard Rate \$110.00 per hour Cost = \$2,200.00
Report Data:			Nonprofit Rate \$65.00 per hour Plus a 10 hour donation for project Discount Cost = \$650.00
Reg. Date	Registration Type	Comment Notes	
This is my ____ERICSA	Attendance Fees \$265_EB	Fees Extra Tickets Reception \$25	
Conference	Attendance Fees \$395_Adv	Fees Extra Tickets Reception \$50	
How many years have you been	Attendance Fees \$425_Reg	Fees Extra Tickets Banquet \$50Fees	
in child support?	Attendance Fees \$200_DM	Extra Tickets Banquet \$100	
First Name	Attendance Fees \$200_DT	Fees Extra Tickets Banquet \$150	
Last Name	Attendance Fees \$200_DW	Fees Extra Tickets Business	
Badge	Attendance Fees \$350_SM	Breakfast \$25	
Title	Attendance Fees \$200_BOD	Fees Extra Tickets Business	
Company	Attendance Fees \$0_LM	Breakfast \$50	
Address	Attendance Fees \$250_V	Fees Extra Tickets Business	
Address 2	Attendance Fees \$50_FPO	Breakfast \$75	
City	Attendance Fees \$0_Booth	Fees CLE	
State	Attendance Fees \$0_Sponsor	Reg Subtotal	
Country/Territory/Providence	Cle States	CLE Fees	
Zip	ADA Other	Tickets	
Primary Phone	Food Allergies Other	Total Due	
Fax	Check	Paid	
Email	CC Type	Balance Due	
Billing Company	CC Card name	How Paid	
To the Attention of	CC Number	CC Authorization Code	
Billing Phone	CC Expiration	Date Processed/Deposited	
Billing Email	CVC Code	Date Invoiced	
Purchase Order #	CC Zip	Notes	

Web Maintenance Services

Service(s)	Investment
2. Website Maintenance Website maintenance services will be provided at a time and material basis. <u>Routine web maintenance includes:</u> assistance with content updates to pages or files, editing of site menu navigation, adding or editing online forms and modules, payment gateway updates or changes, web design, graphic design, web development, application programming, application integration services, system upgrades or security patches, and training assistance after the first site training is delivered to the customer. <i>Note: Search engine optimization and social media training/support services are offered as custom packages and not by an hourly rate.</i>	Standard Rate \$110.00 per hour Nonprofit Rate \$65.00 per hour <i>Hourly Rates Billed in 15 Minute Increments</i>

Payment. Client has 30 days from the date of this quote to sign this agreement to lock in the rates and costs proposed, otherwise, a new agreement will need to be submitted by Courtland. For subscription services, Courtland's standard payment options are monthly, quarterly, semi-annually or annually and the client's date of signature on this agreement is the date the subscription service begins as well as the date the project begins for Courtland to immediately commence work. For fixed costs contracts, the payment schedule is 50% payment due at contract signing and 50% payment due at the time of Transition of the Site Responsibilities to the Customer or Launch Date (whichever event occurs first). Routine maintenance billing is invoiced on a monthly basis for the work performed that month. All invoices are net-30 terms. If the client halts work and applies by registered letter for a refund within 30 days, to the Executive Director of Courtland Consulting, 1500 Watertower Place, Ste 200, East Lansing, MI 48823, phone (517) 908-3942, work completed shall be billed at the hourly rate stated above, and deducted from the initial payment, the balance of which shall be returned to the client. If, at the time of the request for refund, work has been completed beyond the amount covered by the initial payment, the client shall be liable to pay for all work completed at the hourly rate stated above. No portion of this initial payment will be refunded unless written application is made within 30 days of signing this contract.

Changes to Submitted Text. Please send us your final text. Time required to make substantive changes to Client-submitted text after the web pages have been constructed will be additional, billed at the hourly rate. Courtland Consulting agrees that upon completion of the website and all applications, the site will be manageable by the client therefore allowing changes to be made to created pages, text, and graphics of the content areas of the website.

Disputes. In the event that any legal action is brought against Courtland Consulting, Courtland will require the client to compensate Courtland for all Legal Fees including but not limited to Attorney Fees, Legal Fees and any business time lost if Courtland is absolved of any wrong doing.

Copyrights and Trademarks. The client represents to Courtland Consulting and unconditionally guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished to Courtland for inclusion in web pages

are owned by the client, or that the client has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend Courtland and its subcontractors from any claim or suit arising from the use of such elements furnished by the Client.

Assignment of Project. Courtland reserves the right to assign subcontractors to this project to insure the right fit for the job as well as on-time completion.

Content. If content is not supplied within the allotted production schedule, Courtland Consulting has the right to use filler content. The client will be charged by the hourly maintenance rate defined in this agreement, if they request Courtland to change/alter the filler content. The Content Managed System supplied with the website is capable of changing the content. The client can change the content manually. If the client has not provided content at the time of the determined completion date, the client is responsible for the remaining development costs. When Courtland has completed initial design of the site, a revision appointment will be scheduled. The client is allowed one set of revisions for the design template. Any content updates (text, images or files) at the time of the review meeting will be billed at an hourly rate. This agreement will be bound by the signed requirements and user acceptance documents. Any major revisions after the date of signature on these documents will be billed at our hourly maintenance rate defined in this agreement.

Warranties. Courtland Consulting will comply with a warranty period of 60 consecutive days of successful live processing from the website launch date. At the conclusion of the warranty period, the Client may consider Courtland's support under maintenance and support agreement. Courtland Consulting does not warrant that the functions contained in these web pages or the Internet website will operate uninterrupted or error-free. Courtland does agree to fix any errors, problems or non-functional areas within the bounds of their application development and hardware responsibilities. The entire risk as to the marketing performance and success of the web pages and website is with Client. In no event will Courtland be liable to the Client or any third party for any damages, including any lost profits, lost savings or other incidental, consequential or special damages arising out of the operation of or inability to operate these web pages or website, even if Courtland has been advised of the possibility of such damages. If any provision of this agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions. Courtland represents and warrants to Client that it has the experience and ability to perform the services required by this Agreement; that it will perform said services in a professional, competent and timely manner. Courtland also warrants that it has the power to enter into and perform this Agreement; and that its performance of this Agreement shall not infringe upon or violate the rights of any third party or violate any federal, state and municipal laws.

Website Maintenance. Content Management System websites require upgrades that provide the latest version of the software program. Upgrades are necessary to keep in compliance with the changes in technology for the most current web coding standards, security protocols and versions of web browsers. It is optional but highly recommended that customers receive upgrades on an ongoing basis either every one to two years. The Courtland Consulting Team will keep your organization informed of security patches and software version upgrades and if there is an extra cost associated with the upgrade. A standard upgrade usually offers all or most of the following: increase backend security updates; new features

not available or found in previous versions such as updated administrative navigation, and module and template enhancements; improved stability and increased performance; module upgrades (such as photo gallery, blog, calendar, etc.); improved compliance with latest web browsers (Internet Explorer, Firefox, Chrome and Safari); compliance with current W3C and ADA coding and accessibility standards; and training on system upgrade changes that affect the administration of website. Additional improvements may be included depending on the software release.

Contact:

Sharon Spence, (517) 908-3951, spences@courtlandconsulting.com

Price Estimate Accepted by:

The undersigned agrees to the terms of this agreement on behalf of his or her organization or business.

On behalf of the Client (authorized signature):

(Client Printed Name)	(Client Signature)	(Title)	(Date)
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On behalf of the Courtland Consulting (authorized signature):

Michelle LeFeve		Executive Director	1/19/2015
(Printed Name)	(Signature)	(Title)	(Date)

**Please email a signed, scanned copy of the quote to spences@courtlandconsulting.com
or fax the signed quote to (517) 371-7815.**