

05 – Order Form

PLEASE SIGN AND FAX BACK TO 0870 490 2327

Client -

Quick Bite Email Tracking System

(Complete the no. of emails being sent per quarter and choose if the optional telephone support is required)

| | |
|---|--|
| 1. Set up email system & create master template (from existing logo / design) & telephone training re use of system - £ 1,000 | £ 1,000 |
| 2. maintain online tracking statistics & auto unsubscribe facility - £ 100 per month (£ 300 per quarter) | £ 300 per quarter |
| 3. distribute emails - 4p each – eg 2000 emails per month = £ 80 per month (£ 240 per quarter) | emails <u>per quarter</u> @ 4p = £ |
| 4. Optional telephone and email support re use of system to change content of email monthly -£ 100 per month (£ 300 per quarter) | £ |

| | | |
|-----------------|--------------------------------------|----------------------|
| Invoice Details | Contact Name | |
| | Company Name | |
| | Purchase Order No. | |
| Timescales | Target Project launch date | |
| Costs | Total Design & Build Cost | £ 1,000 + vat |
| | Ongoing Quarterly Cost | |

Payment Terms

VAT applies to all prices.

Item 1 charged 50% on order – 50% on sign off of master template once system is ready to go live.

Items 2,3 and 4 charged quarterly in advance – initial payment by cheque / BACS – other payments by standing order.

VAT applies in addition to all prices. Costs are subject to our standard terms and assumptions (copies available at www.biteit.net/cms/view/85)

| | | |
|-------------------------|-----------|----------|
| Purchase order approval | | |
| Approved by | Signature | Date |
| | | __/__/06 |