



Order for WebConnect Hosting Services

WebConnect Hosting Services are provided by Merrill Consulting Group, LLC d/b/a "WebConnect." By filling out and submitting this order form to WebConnect you agree to be bound by the terms and conditions set forth on (1) this Order Form; (2) the [WebConnect Hosting Terms and Conditions](#); (3) the [WebConnect Acceptable Use Policy](#); and (4) the [Rackspace Acceptable Use Policy](#). If your Order is accepted and provisioned by WebConnect then these four documents 1, 2, 3, and 4 (collectively the "Agreement") constitute a legal agreement between the Customer indicated on this form and Merrill Consulting Group, LLC. Furthermore, if your Order also includes a license purchase for the WebConnect Server Software, then for the purposes of your license to the WebConnect Server Software, you also agree to be bound by the terms and conditions set forth on (A) this Order Form; and (B) the [WebConnect for GradPro Software License Agreement](#). If your Order includes a license purchase for the WebConnect Server Software and is accepted and provisioned by WebConnect then these two documents A and B (collectively the "License Agreement") constitute an additional legal agreement between the Customer indicated on this form and Merrill Consulting Group, LLC.

Enter this Information about the Customer:

What is the **Name of the Institution**, organization, or company?

This is the official name of the legal entity entering into the contracted services from WebConnect.

For the legal entity entered above, what is the legal street address? (no P.O. boxes)

Institution **Street Address**?

Institution **City**?

Institution **State or Province**?

Institution **Postal Code** (i.e., zip+4)?

Institution **Country** (e.g., USA)?

What is the **Version of GradPro** you are operating?

WebConnect is only compatible with versions 12.85 and higher. Not all features of WebConnect are available when using older versions of GradPro.

Enter this Information about You:

What is your **Full Legal Name** and do you consent to this Agreement?

Entering your name into this box represents your electronic signature to commit the Customer to this Agreement with WebConnect.

Are you a duly authorized representative of the Customer and able to commit the Customer to this binding Agreement?

☐ Yes ☐ No

If you select No then do not send us this form. This form must be filled out, signed, and sent to WebConnect by an authorized representative of the Customer.



Review and Select the Service(s) Being Contracted for:

All WebConnect Hosting Customers have this **Minimum Commitment for Website Hosting**:

\$39.95 per month includes 1Gb disk space, 30Gb/month data transfer, 100 POP email accounts, 660 compute cycles/month.

Additional disk space at 50 cents per Gb, 22 cents per Gb bandwidth over 30Gb, 1 cent per compute cycle over 660.

\$100.00 setup fee is also required.

Do you also want the optional **Full Service Support for WebConnect Server Software** for an **additional \$20.00 per month**?

☐ Yes ☐ No

With this option, we will also include installation and configuration of WebConnect Server Software onto your WebConnect Hosting Service as part of your setup fee.

\$100.00 upgrade fee required when you direct us to upgrade your site to the latest version of WebConnect.

Do you also want the optional **24x7 Technical Support by Rackspace** for an **additional \$3.00 per month**?

☐ Yes ☐ No

This monthly price is set by Rackspace and is subject to change by Rackspace. You will be responsible for any increased costs set by Rackspace.

Rackspace will provide 24x7 technical support for your web hosting service, but will not be able to resolve issues with the WebConnect Server Software itself.

Important Notice Regarding Required Third-Party Software:

If you are NOT an IDS Customer, then use of the WebConnect Server Software on our hosting service will require the purchase of a compatible third-party data transfer utility in order to periodically and/or automatically copy data from GradPro's Access database into a MySQL database on the WebConnect Hosting Service.

Are you (or are you going to be) an **IDS customer**?

☐ Yes ☐ No

If yes, then you do NOT need to purchase Navicat.

Being an IDS customer is optional and is not required to subscribe to our services.

If no, then you need to purchase Navicat or compatible alternative. Your purchase order and fees paid to WebConnect do not include the cost or license for this third-party software. You must purchase it directly from them. We suggest [Navicat for MySQL](#).



Important Notice Regarding Customizations and Software Licensing:

This Agreement does not cover customizations and enhancements to the WebConnect Server Software, including any custom graphics, custom layouts, custom content, or development necessary to operate with your data transfer utility. If you want your site branded to match your own website you must contract for that work separately with Merrill Consulting Group, LLC.

WebConnect cannot install, maintain, or otherwise service any software for which you do not have a valid license, including the WebConnect Server Software. You are solely responsible for obtaining and maintaining a valid license for any and all software operating on the WebConnect Hosting Service.

*How do you want to be licensed for the **WebConnect Server Software**?*

Do not choose "Other license arrangement" unless you have already negotiated such an arrangement with WebConnect.

☐ **Purchase standard initial and annual license**

This calendar year license allows you to install and operate the WebConnect Server Software on one Internet domain using your own hosted service or the WebConnect Hosting Service. **\$199.00 initial license fee and annual license fee of \$199.00** due each December 1st to cover the subsequent calendar year of use. If you order in the middle of the calendar year, then your first year's annual license fee will be prorated to place you on the standard calendar year. If you order in the last quarter of the calendar year, then you must pay in advance both your initial and annual license fees. These license fees are billed separately from your WebConnect Hosting Service.

☐ **Purchase monthly license with fee to be added within your billings for WebConnect Hosting Service**

This license permits you to operate the WebConnect Server Software (i) only on the WebConnect Hosting Service and (ii) only for one Internet domain. It covers only the actual period of time for which you have paid for WebConnect Hosting Service (typically monthly).

This option is available only if you have also chosen the Full Service Support for WebConnect Software.

If you select this option,
you will be billed an additional \$20.00 per month.

☐ **Other license arrangement**



Enter this Information About the Primary Contact for the Customer:

The primary contact receives all notices and communications from WebConnect. Except for billing matters, all instructions, communications, and approvals from the Customer must come from the Primary Contact.

What is the **First and Last Name** of the Primary Contact?

For the Primary Contact, what is his/her contact information? (no P.O. boxes)

Primary Contact **Email Address**?

Primary Contact **Phone Number**?

Is the address for the Primary Contact the **Same Address as Institution**?

☐ Yes

☐ No

If you check No, then you must fill out the address info below:

Primary Contact **Street Address**?

Primary Contact **City**?

Primary Contact **State or Province**?

Primary Contact **Postal Code (zip)**?

Primary Contact **Country**?

Enter this Information About the Billing Contact for the Customer:

What is the **First and Last Name** of the Billing Contact?

For the Billing Contact, what is his/her contact information?

Billing Contact **Email Address**?

Billing Contact **Phone Number**?

Is the address for the Billing Contact the **Same Address as Primary Contact**?

☐ Yes

☐ No

If you check No, then you must fill out the address info below:

Billing Contact **Street Address**?

Billing Contact **City**?

Billing Contact **State or Province**?

Billing Contact **Postal Code (zip)**?

Billing Contact **Country**?



Enter the Billing Credit Card for the Billing Contact:

Unless you are pre-paid annual service, you are required to use and maintain a current, valid credit card that will be billed automatically using Rackspace Billing Service. If you are uncomfortable entering this on the form, call WebConnect directly with this information.

Enter "Pre-Paid Annual" if you desire pre-paid alternative billing.

Credit Card **Type**

Amex, Visa, or MasterCard

Credit Card **Number?**

Credit Card **CVS Code?**

Credit Card **Expiration Month?**

Credit Card **Expiration Year?**

Name as it appears on Credit Card?

Enter this Additional Information:

Today's Date

Desired Domain Name

Only if available. It cannot be your current website domain name unless you plan to transition your entire domain to the WebConnect Hosting Service.

You can use a valid SUB-DOMAIN (e.g., *webconnect.yourschool.edu*). Your existing service provider or network team must edit the DNS to point the sub-domain to the IP address provided to you by WebConnect.

Desired Username

Only if available.

Desired Password

It must be strong and at least 8 characters in length. Include at least one uppercase letter, one lowercase letter, one number, and one special character like _ or !

Legalities of Submitting this Form

We do not warrant that WebConnect will accept and agree to all Orders submitted to WebConnect even if they are complete, accurate, and using the approved form. WebConnect reserves the right to use WebConnect's sole discretion in determining which Agreements WebConnect will enter into.

Do not send this form to WebConnect unless the Customer is prepared to be bound by the agreements hereunder, as WebConnect's provisioning of this Order form will constitute WebConnect's consent and the Agreement between Customer and WebConnect will then be binding on both parties. If applicable, the License Agreement between Customer and WebConnect will also be binding on both parties upon WebConnect's provisioning of this Order form.

You may send this form electronically, regular post (mail), or by commercial courier. For regular post or courier use the address for notices in the WebConnect Hosting Terms and Conditions.