



WebConnect Order Form

WebConnect Server Software and WebConnect Hosting are provided by Merrill Consulting Group, LLC d/b/a “WebConnect for GradPro.”

“**WebConnect Server Software**” means: the object or executable code of the validly licensed software program(s) developed by WebConnect for GradPro that operates a web server portal for Robinsoft’s GradPro Student Information System. The WebConnect Server Software includes encrypted PHP files, un-encrypted PHP files, javascript files, HTML files, MySQL scripts, Access databases, Smarty templates, CSS files, necessary and included third-party software files, and other necessary files to install and operate the WebConnect Server Software.

WebConnect Server Software is only available on our hosting environment (“**WebConnect Hosting**”):

- a. on your behalf, we will install, operate, and maintain the WebConnect Server Software on WebConnect’s Liquid Web Cloud Service (or an alternative chosen by WebConnect) and you are paying for the use of the software as a subscription service; and
- b. your license to WebConnect Server Software is strictly limited to (i) subscription use provided by WebConnect as a service, and (ii) only for the period of time for which you have paid all fees in accordance with the Hosting Agreement.

Terms and Conditions

All Services for WebConnect Hosting are governed by and subject to the following:

- this Order Form; and
- the [WebConnect Hosting Terms of Service](http://www.webconnectgradpro.com/Terms_of_Service.html) (“Terms of Service”) as posted at http://www.webconnectgradpro.com/Terms_of_Service.html; and
- the [WebConnect Acceptable Use Policy](http://www.webconnectgradpro.com/wbct_Acceptable_Use_Policy.html) as posted at http://www.webconnectgradpro.com/wbct_Acceptable_Use_Policy.html

Part A: Customer Information

Enter this Information about the Customer:

What is the **Name of the Customer**?

This is the official name of the legal entity (e.g., institution, organization, company, or school) entering into the agreement(s) with WebConnect for GradPro.

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

Customer **Street Address**?

Customer **City**?

Customer **State or Province**?

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

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



How many **Unique Yearly Students**
will access the portal?

By "unique yearly student" we mean unique persons who were given at least one grade during a 12 calendar-month period.

If you are uncertain, simply provide a reasonable estimate.

Start Date for WebConnect Hosting

If blank, then the start date will be the same day the Order was accepted by WebConnect. The amount of time necessary to get your Services fully operational depends on the choices you've made and any unforeseen difficulties we might encounter. Typically it takes 1 to 5 business days.

Desired Start Date

Part B: Services Provided with WebConnect Hosting

Minimum Commitment for Website Hosting:

- Tier 1 (up to 100 students).....\$85.00 per month**
- Tier 2 (101 to 500 students)\$110.00 per month**
- Tier 3 (501 to 1000 students)\$145.00 per month**
- Tier 4 (1001 to 6000 students)\$200.00 per month**
- Tier 5 (6001 or more)ask for quote**

Provides for one domain (or sub-domain / software instance) with 1Gb disk space, 30Gb/month data transfer, 660 compute cycles/month, and use of MySQL databases. Each additional domain (or sub-domain / software instance) will be billed at **the tier price applicable to that instance.**

Excess Usage Fees:

You will be billed for any usage in excess of the amounts allotted in your Minimum Commitment.

The overage fees shall be at: disk space at 50 cents per Gb, 22 cents per Gb bandwidth over 30Gb, 1 cent per compute cycle over 660.

To-date, not even our largest customer with thousands of students has used more than a fraction of the allotted usage. It is highly unlikely your school will experience any excess usage fees. This is only likely if we agree to allow you to host additional web applications on your portal site.



Full Service Support for WebConnect Server Software

Included as part of your fee, we will:

- Install, configure, and maintain the WebConnect Server Software using our WebConnect Hosting.
- Troubleshoot and resolve service interruptions, unexpected results, and bugs with WebConnect Server Software.
- Make changes to configuration settings when directed by you.

Complimentary Basic Customization

Included as part of your fee, we will customize the software with your logo, contact information, and any language modifications you require. We will update the customization whenever directed by you.

Part C: Choice of Security Certificate

SSL Support with WebConnect Hosting:

Using SSL means that web browser traffic (HTTPS) between the browser (your student) and the WebConnect Hosting service will be encrypted. Due to the sensitive nature of your hosted data, **all customers MUST use SSL with their WebConnect Hosted Service.**

Obtaining a Security Certificate:

We will generate a certificate request (CSR) and install any compatible certificate for you; however, you have one of 2 options for obtaining a certificate:

1. You can purchase a certificate from a vendor and periodically renew as necessary (we will install it); or
2. You can choose to use our security certificate (at no additional cost); however, your site will reside at <https://secure.webconnectgradpro.com/yourschoolnamehere> and any domain or sub-domains you've asked for (see Part D) will not be applicable.

How do you want to obtain your Security Certificate?

- Customer Will Purchase Certificate(s)***
You will be responsible for purchasing a certificate and any annual renewals.
- Use WebConnect Security Certificate****
Your site will reside on a URL using WebConnect's security certificate.

***FREE with your subscription.*



Part D: Choice of Domain
IGNORE THIS PART IF YOU ARE USING WEBCONNECT SECURITY CERTIFICATE.

Authorized Domains (or Sub-Domains) on WebConnect Hosting

Please enter here the domain name you want to use on WebConnect Hosting. If this is not a domain you already own, then you must purchase the domain from a valid domain name vendor. **Most customers choose a sub-domain(s) since this can be done with no added cost and helps maintain branding/identity.**

If you are purchasing a new domain for us to use, then we will give you the domain name servers that you need to point the domain to.

**Enter Your Desired Domain Name
or Sub-Domain**

*You can use a valid SUB-DOMAIN.
(e.g., webconnect.yourschool.edu or portal.yourschool.edu)*

For sub-domains, your existing service provider or network team must edit name server entries to point the sub-domain to an IP address that will be provided to you by WebConnect.

Part E: Important Notices

Customer Administrator Access to Cloud Platform:

Generally we do **not** allow administrator access to the cloud hosting service that your portal site will reside upon.

Important Notice Regarding Customizations:

This Order does not provide for engineering changes and enhancements to the WebConnect Server Software. If you desire engineering changes or enhancements to WebConnect Server Software, then you must contract for that work. The current fee for engineering changes is **\$75.00 per hour**. All engineering changes or enhancements must be authorized in advance – you will not be billed for any engineering changes or enhancements unless we have both agreed to the change prior to the work being performed.

We have custom templates for each customer, so you will find that we can make several substantive changes unique to your portal without requiring engineering changes or enhancements to the WebConnect Server Software.



Part F: Primary Contact for 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**?



Part G: Billing Choices and Billing Contact

Payment Method for WebConnect Hosting

Indicate your **Payment Method**:

- Credit Card (billed monthly)
- Credit Card (billed quarterly)
- Credit Card (billed yearly)
- Check (Pre-Paid Annual)

By choosing credit card and submitting this form, you authorize WebConnect to bill your fee(s) to the credit card indicated in Part G.

Once we set up your account, you must contact us to update your credit card information if and when it changes.

Prorated Annual Billing for Check (Pre-Paid Annual)

All customers that choose to pay by check are placed on our annual November billing cycle. That is, such customers will be invoiced in early November of each year and your payment must be received by January 1. As a result, your very first invoice will be prorated based on your start date within the current calendar year. If your start date is within the last quarter of the calendar year (Oct 1 or later), then your first invoice will include the prorated amount and the full amount for the following year of service.

Billing Contact

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**?



Part H: Credit Card Information for Billing
ONLY FILL OUT THIS PART IF YOU HAVE CHOSEN CREDIT CARD BILLING.

If you are uncomfortable entering this information on the form, you can call WebConnect directly with this information.

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?



Consent and Submittal

<p>AGREED: Merrill Consulting Group, LLC</p> <p>Authorizing Agent/Person:</p> <hr/> <p>Signature and Date</p> <p>Name and Corporate Designation: Ralph R. Merrill, MGRM ray.merrill@robinsoftcorp.com Office: 770-774-0202 x308 Fax: 770-774-0204</p> <p>Mailing Address: PO Box 70040 Fort Lauderdale, FL 33307</p>	<p>AGREED: Customer (school):</p> <p>Authorizing Agent/Person:</p> <hr/> <p>Signature and Date</p> <p>Print Name and Title of signatory:</p> <hr/> <p>Email Address and Phone of signatory:</p> <hr/> <p>Customer's Mailing Address:</p> <hr/> <hr/> <hr/>
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