

## 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. <b>Optional</b> telephone and email support re use of system to change content of email monthly -£ 100 per month (£ 300 per quarter)	£ .....

Invoice Details	<b>Contact Name</b>	
	<b>Company Name</b>	
	<b>Purchase Order No.</b>	
Timescales	<b>Target Project launch date</b>	
Costs	<b>Total Design &amp; Build Cost</b>	<b>£ 1,000 + vat</b>
	<b>Ongoing Quarterly Cost</b>	

#### 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](http://www.biteit.net/cms/view/85) )

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