



**1. Your name, shipping address, and phone number:**

Name \_\_\_\_\_ E-mail: \_\_\_\_\_

Title or Department \_\_\_\_\_

Firm Name \_\_\_\_\_

Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Daytime phone ( ) \_\_\_\_\_ Fax number ( ) \_\_\_\_\_

**2. Product order information:**

| Qty.          | Item                                      | Unit Price            | Price           |
|---------------|---|-----------------------|-----------------|
|               | AboutFace User Licenses (1-249 users)     | \$30 per user         |                 |
|               | AboutFace User Licenses (250-499 users)   | \$25 per user         |                 |
|               | AboutFace User Licenses (500+ users)      | \$20 per user         |                 |
|               | Database Setup (Optional)                 | \$500                 |                 |
|               | Service & Support Subscription (Optional) | 15% of above per year | (\$500 minimum) |
|               | Picture Scanning (Optional)               | \$5/picture           |                 |
|               | Floor Plan Scanning (Optional)            | \$50/plan             |                 |
| <b>TOTAL:</b> |   |                       |                 |

**3. Please fax to (617) 227-6075, or mail to:**

Atlantic Media Corporation • 15 Court Square • Boston, MA 02108  
Call (888) 423-4200 with any questions regarding your order.

**4. After your order is received:**

If you have chosen the Database Setup option, then Atlantic Media will fax you several pages on which to indicate your AboutFace preferences. (Preferences include field selection and layout, password, etc.) After these pages have been filled out, Atlantic Media will customize your copy of AboutFace accordingly and will send you an installation disk along with a customization disk. If you have not selected the Database Setup option, you will instead receive an installation disk along with setup instructions immediately.

**5. License agreement:**

\_\_\_\_\_ Please initial here to indicate that you have read and agree to the AboutFace procedures and license agreement detailed in Sections 6, 7, and 8 of this form.

## **6. AboutFace Procedures and License Agreement**

- a. These provisions are a legal agreement between your firm and Atlantic Media Corporation ("Atlantic Media").
- b. Atlantic Media provides your firm with an enterprise license for AboutFace. This product is licensed, not sold. Your license is non-exclusive and of unlimited term.
- c. Your firm may use AboutFace solely for its own business purposes. Your firm shall not decompile, reverse engineer, copy, transfer, resell, redistribute, or display the application or otherwise make the underlying code available to any person or entity.
- d. Photographs sent to Atlantic Media for scanning will be completed and returned to you within two weeks of our receiving them. Atlantic Media will return them by U.S. Mail. Expedited service is available at extra charge.
- e. Floor plans sent to Atlantic Media for scanning will be completed and returned to you within two weeks of our receiving them. Atlantic Media will return them by U.S. Mail. Expedited service is available at extra charge. Note: In the event that the plans you submit to Atlantic Media for scanning are not of high enough quality for use with AboutFace, Atlantic Media will return them to you, and you will not be charged.
- f. Your firm will enter all of the textual information (employees names and biographies) using AboutFace's data entry screen.
- g. The photographs and database used by AboutFace will be in standard, non-proprietary formats.
- h. Atlantic Media warrants the functionality of AboutFace when operated in accordance with Atlantic Media instructions and in the environment for which Atlantic Media designed it to operate.
- i. Payment terms: Net 30 days. We will bill you after your order is received.
- j. EXCEPT AS EXPRESSLY PROVIDED HEREIN, ATLANTIC MEDIA MAKES NO REPRESENTATION OR WARRANTIES CONCERNING THE PRODUCTS OR SERVICES BEING PROVIDED HEREUNDER. ATLANTIC MEDIA EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, BOTH EXPRESS AND IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- k. ATLANTIC MEDIA SHALL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES BASED UPON BREACH OF WARRANTY, BREACH OF CONTRACT, NEGLIGENCE, STRICT TORT OR ANY OTHER LEGAL THEORY. SUCH EXCLUDED DAMAGES INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF USE OF EQUIPMENT OR SOFTWARE OR THE SYSTEM OF WHICH THEY ARE A PART, DOWNTIME, COST OF ANY SUBSTITUTE SOFTWARE OR EQUIPMENT, THE CLAIMS OF THIRD PARTIES, AND INJURY TO PROPERTY. IN NO EVENT SHALL ATLANTIC MEDIA'S MAXIMUM LIABILITY TO YOUR FIRM EXCEED THE AMOUNT ACTUALLY PAID BY YOUR FIRM TO ATLANTIC MEDIA PURSUANT TO THIS AGREEMENT.

## **7. Service and Support Subscription Provisions**

- a. Atlantic Media will provide your firm with technical support by phone, fax, or email, as necessary, during the period of the Service & Support Subscription.
- b. Atlantic Media will provide your firm with periodic updates to AboutFace as new features are added during the period of the Service & Support Subscription.

## **8. On-Site Training Provisions**

- a. In addition to the hourly rate, Atlantic Media will bill your firm for travel expenses incurred for on-site training.