



# Hosted Services Order Form

## Firm Information

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

## Payment Terms

1. Payment for the first month of service and one-time set up fee is to be paid on signing of the Order Form.
2. Payment for subsequent months will be charged at the beginning of each month.
3. The minimum hosting term is one year and is thereafter extended month-to-month.

## Price Calculations & Method of Payment

Number of Users: \_\_\_\_\_

### Method of Payment

ACH  
 Routing #: \_\_\_\_\_  
 Account #: \_\_\_\_\_

### Choose a Hosting Package:

Full Hosting Package at \$100 / month: \_\_\_\_\_  
 Windows & Office Only at \$95.83 / month: \_\_\_\_\_  
 (Email hosting not included)

Credit Card (Visa, MC, Amex, & Discover)

**Total Monthly Price:** \_\_\_\_\_  
**Total One-Time Set-up Fee (\$199 / User):** \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

**I have read the "Needles TOS Agreement"**

\_\_\_\_\_  
**(Please Initial)**

## Signatures

Signed:

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name, Attorney

For:

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