

Isoph Web Conferencing Information and Order Form

The Isoph Institute's Web conferencing feature gives your organization the ability to easily and affordably host online meetings, seminars, presentations, briefings, and one-to-one technical assistance and training. You may host a Web conference at any time and invite up to 500 participants to attend your conference.

Pricing Method

For each minute a participant is in your meeting, one minute of your purchased time is used. There are no set-up fees or hidden costs. Your time will be deducted automatically from your account as it is used. Time will not be subtracted from your account if you are the only participant. When other people join your virtual conferencing room, for each minute they are in your room, your pre-paid balance will be reduced by one minute.

Account Management

You may access your account at any time to see your remaining balance and an itemized listing of Web conferencing events and time used on a monthly basis. You may also “share” time with other individuals in your organization so that multiple persons can draw from your overall account.

Training & Support

With your initial minimum purchase of fifty hours of conference time, Isoph will provide a free, 30 minute Web conferencing overview or demo session. In addition, Isoph provides e-mail based support for conference hosts at no additional charge (we strive for replies within one business day). Once you've purchased conferencing time, you may schedule your initial training session by contacting your account representative.

Additional Training & Support Options

For first-time conference hosts or trainers, we recommend an expert-led practicum session. During this session, our staff will provide guidance and tips based on your specific presentation needs. Additional training, instructional design, and event support are also available. For training and support, the following rates apply:

- Additional training or practicum sessions: \$180/session, up to four persons may attend
- Live event or meeting support (up to 25 participants, please schedule in advance): \$55/hour

Help Guides & Additional Information

At the Isoph Institute, you can access user and troubleshooting guides, tip sheets, and other helpful resources for leading successful online trainings and meetings. Information on technical requirements is also available. For additional information, please see <http://www.isophinstitute.com/tips.aspx>.

We highly recommend that novice users spend some time alone in a virtual conferencing room to familiarize themselves with the various features and to practice their presentation. Once again, there is no charge for time spent in a meeting room without other participants.

Order Form

Organization	
Organization name:	
Effective date:	
Contact	
Contact name:	
Address:	
Phone/Fax:	
Email address:	
Plan	
Auto-Replenishment:	To ensure that you do not run out of time in the middle of a meeting, an automatic transfer is performed, if your account is low on time. <i>Auto-replenishment may be cancelled at any time.</i>
Billing:	Customer will be charged on a quarterly basis for any hours transferred via auto-replenishment during the previous quarter.
Hours Purchased and Pricing:	<p>Number of hours purchased _____ Total Price _____</p> <ul style="list-style-type: none"> • 25¢ per user, per minute (\$15.00 per hour), min. 20 hours • 100-249 hours: 15% discount (\$0.2125/minute; \$12.75/hour) • 250-399 hours: 25% discount (\$0.1875/minute; \$11.25/hour) • 400-750 hours: 40% discount (\$0.15/minute; \$9.00/hour) • 750+ hours: 50% discount (\$0.12.5/minute; \$7.50/hour)

This order shall become valid when executed by Customer and accepted by an authorized representative of Isoph Corporation. If applicable, the order form shall also be viewed as a statement of work under the terms of any Master Service Agreement entered into by the parties and shall be incorporated into and made part of that agreement. All fees associated with this order are non-refundable. The Customer agrees to pay all applicable fees indicated on this order and agrees to be a referencable customer for Isoph. CUSTOMER AND ISOPH AGREE THAT THE TERMS OF THIS AGREEMENT SUPERSEDE ALL PROPOSALS, WRITTEN OR ORAL, AS WELL AS OTHER COMMUNICATIONS BETWEEN COMPANY AND ISOPH RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT.

Accepted by Client Organization	Accepted by Isoph
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:

Please fax the completed form to Isoph at 919.969.9263.