

OTB Consulting - Practice Area Template Order Form

To place your order:	Internal Use Only
OTB Consulting 166 Quade Drive Cary, North Carolina USA 27513	ORDER BY FAX: 815-301-9588
	Received: _____ Approved: _____

License To	Purchased By <input type="checkbox"/> Same as Licensee
Contact Person Name _____	Contact Person Name _____
Firm / Company _____	Firm / Company _____
Address (no PO Box if shipping address) _____	Address (no PO Box if shipping address) _____
City, State, ZIP _____	Address _____
Daytime Phone _____ Fax _____	City, State, ZIP _____
Contact Email _____ Firm Web Site _____	Daytime Phone _____ Fax _____
	Contact Email _____ Firm Web Site _____

Practice Templates	Qty	Cost	Total
Litigation Practice Area Template - 1st User		\$400	
Litigation Practice Template - Additional Users		\$100	
Practice Area Templates - Quantity must match your Time Matters and Billing Matters licensing.		Item Sub-Total	
		Sales Tax¹	
		Total	

Payment Options and Signatures			
<input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> Check Enclosed ²			
Name on Card _____		Cardholder ZIP Code _____	
Card Number _____		Cardholder Signature _____	
Exp Date _____ Security Code _____		Purchaser Signature _____	

Signature. Cardholder signature is required. If the Purchaser is other than the Cardholder, both signatures are required. Purchaser's signature signifies the Terms & Conditions have been read.

Terms & Conditions	
<p>Notes</p> <p>1. Sales tax must be collected for sales in North Carolina. Rates may vary from county to county. The county of the Purchaser will be used for sales tax computation ...please verify your county's tax rate. Sales tax is collected on your entire order, including shipping.</p> <p>2. Payment by personal or business check made payable to Out of the Box Developers, LLC. Your order will not ship until the check has cleared (typically 7 business days).</p> <p>Returns & Refunds - 90 Day Satisfaction Guarantee Refund of the full purchase price (less S&H) of the Practice Area Templates is available within 90 days of delivery of the first purchase of each Practice Area Template. To receive a refund, call 877-500-2084 for a Return Merchandise Authorization (RMA) number, return the Practice Area Template(s) by a means that provides proof of delivery, prepaid, in good condition, including all CDs and manuals, and show the RMA on the return package. A refund will be issued within 30 days of receipt of your return. Services in addition to those that are included with the purchase of a Practice Template are non-refundable.</p>	<p>Technical Support Because OTB's Practice Templates are an "add-on" to Time Matters, and will likely be quickly modified when received, as a general matter the purchase of an OTB Practice Template does not include any incidences of technical support. Networking and computer problems should be referred to your local computer consultant. General Time Matters issues should be directed to DATA.TXT Corporation, developers of Time Matters and Billing Matters Software in accordance with their policies and procedures and pursuant to your agreement with them: http://www.timematters.com/support/ Changes, enhancements, training, and additional firm-specific customization can be obtained by contacting OTB at 919-465-0120. If a Practice Template does not appear to be working as represented in the documentation, please use the Services page at www.otb-dev.com to explain your problem. An OTB consultant will respond by email or phone within 48 hours.</p> <p>Expectations Maximizing Time Matters use requires 1) basic Time Matters knowledge, and 2) practice-specific customization. OTB Practice Templates take care of #2, you need to make sure you have #1. OTB Practice Templates do not replace your need for training and general Time Matters knowledge.</p>