**OrgChart Now Quotation**

<Company Name>

<Contact Name>

<Contact Telephone>

<Contact Email>

Created: <Create Date**>**

**OrgChart Now <Box Count> Standard1 Edition**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qty** | **Description** | **Each** | **Total** |
| 1 | OrgChart Now **<Box Count> Standard Edition** (Monthly Subscription) | xxx | xxx |
| 2 | OrgChart Now Administrative or Read/Write Seats |  | Included |
| TBD | Additional Administrative Seats  | xxx | - |
| Unlimited | OrgChart Now Read-Only Seats  | - | Included |
| 1 | Training Session (Web based 1-hour training) | $300.00 | Included |
| 1 | Level 2 Implementation Package (one-time fee)1 [Recommended] | xxx | xxx |
| **Level 2 Implementation (one-time fee)** 2 |  | xxx |
| **Ongoing monthly cost (billed through ADP)** |  | xxx |

Quote is in USD (US Dollars) unless otherwise specified. Unless otherwise specified, pricing is guaranteed for 30 days from quote date. Annual subscription renewal will be invoiced 90 days before renewal date.

 1**Editions**

Pricing is determined by edition and by the **number of unique employee records** charted (e.g. OrgChart Now 500 allows you to chart up to 500 employees on a single chart). Standard and Team Editions of OrgChart Now are available. The standard edition includes 2 read/write seats. The team edition includes 5 read/write seats and a number of enterprise focused features. See <http://wiki.orgchartnow.com/versioncomparison> for a detailed comparison of available editions.

2**Implementation Packages**

Implementation packages are recommended with all subscriptions. One of our specialists will help you get up and running quickly and also make sure you take advantage of all available functionality. Level 1,2 and 3 implementation packages are available. Make sure to select the implementation package that best fits your requirements. See <http://wiki.orgchartnow.com/implementationpackages> for a detailed comparison of available implementation packages. Implementation packages are billed directly by OfficeWork Software.

**Maintenance and Support**

Maintenance and support is included with all subscriptions.

**Software Updates**

Software updates are included with all subscriptions. Software releases occur every 30 to 45 days.

**Training**

All-inclusive training will be provided via an online web meeting at your convenience. All subscription come with a one (1) hour complimentary training session. Training sessions may be recorded so that you can use them with your staff as needed.

3**Expert Services**

Consulting services are available for specific projects or complex charts. Expert Services packages are available in 3, 5, 10 and 20 hours blocks. See <http://wiki.orgchartnow.com/expertservices> for more information. Expert services are billed directly by OfficeWork Software.

**Subscription Agreement and Terms of Service**

Subscription will be activated upon receipt of purchase order. See <http://wiki.orgchartnow.com/subscription> for details on our subscription agreement and terms of service.

**Financial Terms**

Payment to be made by check, ACH or wire transfer (bank-to-bank). Terms are Net 15. Questions can be addressed to orgchartnow@officeworksoftware.com.

We look forward to providing you the best in class Organizational Charting Software and are committed to providing you excellent service and support. Thank you for choosing OfficeWork Software as your supplier for Org Charting and Workforce Planning software.

Regards,

**<Sales Person Name>**

**<Sales Person Title>**

**<Sales Person Phone>**

OfficeWork Software, LLC

**To accept this quote please sign below and email to** **orgchartnow@officeworksoftware.com****:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_**