

Work Order

Please complete the form below and fax back to Professional Services at 781.652.5279 or call 781.472.6279 with questions. Professional Services will confirm receipt of order within 48 hours.

Client Information

Contact Name _____

Constant Contact User Name _____

Company _____

Address _____

City, State _____

Zip Code _____

Phone _____

Website _____

Email Address _____

Work Description

Discounted Services being requested from
Constant Contact's Professional Services Team.

- Quick Start Program - \$69
- Template Creation - \$280 (card, single article)
- Template Creation - \$420 (newsletter, multiple)
- Campaign Creation - \$140
- Special project - typically \$100/hour

Specify project requested: _____

Date Committed to Client: _____

Total Costs

Total Work Order Amount: \$ _____

Credit Card No. _____

Credit Card: Type: _____

Exp: _____

Business Partner Information

Partner Name: _____

Contact Name: _____

Username on BP account: _____

Phone: _____

Email Address: _____

Important Information

Unless otherwise requested by the Business Partner, Constant Contact will communicate directly with the client to deliver the service. Constant Contact will charge the Business Partner for the Total Work Order amount. The Business Partner is responsible for billing the client.

Payment and Acceptance

Your signature below indicates you agree with all terms outlined in this Work Order and authorize Constant Contact to charge the credit card on file for the Total Work Order Amount.*

Business Partner Acceptance of Work Order and Cardholder Signature:

Business Partner Signature

Date

* The credit card will be charged for the full order amount of this work order. The order **CANNOT BE CANCELLED**, and the Business Partner shall be responsible for all fees outlined above. Furthermore, **NO REFUNDS** will be provided.