

## Practice web site order form – change to CMS website

Order to ZebraWeb Limited  
Trading as EasyGp.net  
Sheraton House  
Castle Park  
Cambridge CB3 0AX

To provide a web site, a web site content management system, hosting and domain registration services and web site maintenance support services for

**Practice name**

**Practice address**

**The web site service specified here will replace the current service agreement which the Practice holds with EasyGp.net**

### **Specification**

The website will be set up and laid out using the design which is demonstrated on the EasyGp.net web site

The web site will consist of two distinct sections:

- a practice-specific section to include information about the Practice
- a general health advice section where the content is created and supplied by EasyGp.net and fed into the Practice web site as syndicated material

EasyGp.net also undertakes to add any interactive forms to the Practice web site which it has created (eg online repeat prescription orders). These forms will normally be added free of charge but EasyGp.net reserves the right to impose a set-up fee if it deems this necessary.

The content management system will allow the Practice to

- create and edit the content of its web site
- remove any of the syndicated health information material it chooses from its site
- provide up-to-date information on usage of the web site

### **Hosting and domain registration**

EasyGp.net will provide hosting and domain registration services as set out below

- EasyGp.net will register one domain name with the appropriate registration authority on behalf of the Practice and link this domain name to the web site
- The Practice will be registrant and owner of the domain name and EasyGp.net undertakes to facilitate the transfer of the domain name to another service provider should the Practice require them to do so
- The Practice web site files will be held on the EasyGp.net web server and EasyGp.net undertakes to ensure the site is constantly available on the internet to users who type the domain name into a standard web browser
- EasyGp.net undertakes to back up all data and content associated with the Practice web site once every 24 hours

### **Web site maintenance support services**

EasyGP.net will provide the Practice with office-hours support via telephone and email in using the content management system to maintain its web site. EasyGp.net will also provide assistance in preparing content for inclusion in the web site.

This order does not include a provision for the creation of content or its insertion into the web site. EasyGp.net will be happy to provide a separate quotation for content creation and insertion into the site if this is required.

### **Costs**

EasyGp.net will provide the above services for an annual subscription of £575 (+VAT) payable in advance. The subscription will be payable in accordance with the following schedule

1. First payment to be made with this order
2. Second payment to be made one year after the web site is linked to a domain name or otherwise made available for use by the general public
3. All subsequent payments to fall due on the anniversary of the date on which the site was first linked to a domain name or otherwise made available for use by the general public

EasyGp.net reserve the right to vary the cost of the annual subscription but undertakes to inform the Practice at least 30 days in advance of the annual subscription renewal date of its intention to do so.

### **Terms and conditions**

Our terms and conditions of service which set out your legal obligations regarding the use of our services are available to be read or downloaded from our web site at [www.easygp.net](http://www.easygp.net) We will inform you if we change these terms and conditions at any time.

### **Service agreement**

I have read the above specification and schedule of costs and the terms and conditions of service on the EasyGp.net web site. I understand that this is an order for EasyGp.net to set up a web site for the above Practice and that the web site will become available

for use by the Practice on completion of this form and payment of the first annual subscription as set out above.

I acknowledge that once the Practice web site specified here has been set up the first annual subscription will not be refundable and that EasyGp.net will have fulfilled my order by making the Practice web site available on its web server.

I understand that sole responsibility for the creation of content for the web site will rest with the Practice and that EasyGp.net will bear no responsibility for any delays in assembling content for the web site.

I understand that the second annual subscription for the services outlined here will become due one calendar year after the web site is linked to a domain name or otherwise made available for use by the general public

**Signature:** \_\_\_\_\_

**Print full name** \_\_\_\_\_

**Position** \_\_\_\_\_ **Date** \_\_\_\_\_

**Complete this order form and send it with your payment of £675.63 (£575.00 + VAT at 17.5%) to the address at the top of the form.**

**If we have not already issued a VAT invoice, we will do so on receipt of your payment.**