

Implementation of My Locker Site

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Project Details

1. For the initial setup (subscription fee payment paid to My Locker Site), Intellicom will:
 - a. Set up the site as copy of the My Locker Site demo site.
 - b. Update the site to your existing logo and colors.
 - c. Update the invoice with your existing logo and contact information.
 - d. Update the site and questionnaire to list your name/phone number.
 - e. If you already own a domain, Intellicom will set the site up on that domain or on a subdomain (for example: orders.domain.com).
 - f. If you have a separate website, Intellicom can assist with getting a link to the built-in questionnaire on your main website.
 - g. If you already have a separate questionnaire, Intellicom can change the button to link to your form instead of the built-in form.
 - h. If you are using SMS messaging, Intellicom can assist with getting your Twilio account set up.
 - i. Intellicom will change the site to connect to your account and help you update the messages.
 - ii. Intellicom will update the “no” response from producers to send to your phone number.
 - iii. Intellicom can update the automated producer text to send at a different day/time if you don’t want it to be two days prior at noon.
2. If additional changes are required, they will be billed at Intellicom’s current hourly rate (\$183/hour*). For example:
 - a. Changes to the questionnaire fields/form.
 - b. Changes to the cut sheet.
 - c. Changes to the invoice outside of the logo and contact info – for example: size, layout, moving logo to top instead of bottom, etc.
 - d. Changes to or set up of new cut types, pricing, etc.
3. For changes above and beyond these, Intellicom may need to reach out to our third-party developer. The cost for those changes will be estimated and quoted to scope the details of each change. For example:
 - a. Changes to the SMS setup beyond what’s outlined above.
 - b. Changes to the pricing structure.
 - c. Changes to the calendar, order structure, etc.
 - d. Additions of new features.
4. Training
 - a. Casey will perform the initial training.
 - b. Intellicom can provide additional training as needed. Additional training will be billed at Intellicom’s current hourly rate (\$183/hour*).

5. The monthly subscription fee will be paid to My Locker Site. It will include access to the site, a hosting fee, an SSL and a yearly/as needed security upgrade.
 - a. **Access to the site** will be given as long as the monthly subscription fee is paid.
 - b. The **hosting fee** is for the website to reside in our server environment. Here are a few notable items we have implemented to ensure your site's safety.
 - i. Your site will reside in a private cloud environment which includes a private NAT environment where the server resides away from the internet and is locked down to most connections besides those specified by Intellicom. This enhances the level of security provided to Intellicom customers.
 - ii. The server environment is highly available. In the event that one host goes down, four other hosts can take over the workload of the offline host.
 - iii. We have also added additional backups which are taken daily and stored off of the server. This ensures there is no loss of data and will help with quicker uptime if the servers or data center is unavailable for an extended period.
 - iv. We added a software tool to allow for more frequent security patching to ensure our servers are always up to date with critical white-listed patches.
 - c. An **SSL** (secure sockets layer) will be added to the site. This secures the connection between a web client and the web server. This extra layer adds another level of security to your site and protects your data from being read or modified by anyone without proper credentials to access the site. The SSL uses encryption algorithms to scramble data in transit, preventing hackers from reading it as it is sent over the connection. HTTPS (Hyper Text Transfer Protocol Secure) appears in the URL when a website is secured by an SSL certificate.
 - d. A **yearly/as needed security upgrade** of the content management system will be performed on the site. We all continue to see security breaches in the news day after day, and it is getting harder and harder to keep our data safe. As always, Intellicom is dedicated to making your website security a top priority. To keep up with the increased amount and severity of threats, new versions of your website's content management system are being released more frequently. These new versions not only increase the security of your site and keep it safer from emerging threats, but they also give you access to the new features and developments that have been added to the system itself. Anytime we upgrade the content management system, we also upgrade the third-party modules your site might utilize. Not only will you get the added benefits of a current CMS version, but you will also have access to new features and added security per module used as well.
6. If you do not have a domain name at all, Intellicom can assist with purchasing one. Current domain pricing is below*.
 - a. 1 year - \$37.95
 - b. 2-5 years - \$34.95/year
 - c. 6-9 years - \$29.95/year

** Intellicom's current pricing rates are subject to change and are evaluated annually. The prices listed in this document are valid until February 1, 2025. Our hourly rate is billed in 15-minute increments.*

Project Acceptance

PROJECT ACCEPTANCE	
An authorized signature below indicates acceptance of the aforementioned scope and pricing outline.	
Customer	Intellicom
_____	_____
(Authorized Customer Signature)	(Authorized Intellicom Signature)
_____	_____
(Typed or Printed Name & Title)	(Typed or Printed Name & Title)
_____	_____
(Date Signed)	(Date Signed)