



The Conference of Manitoba & Northwestern Ontario of The United Church of Canada presents

Website Accessibility Project:

Bringing Economical, Professional Website Development to All Congregations

Website Options and Ordering Process



A+ Computers & Services
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www.apluspc.ca



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Overview

This project is an undertaking of the The Conference of Manitoba & Northwestern Ontario of The United Church of Canada as a means of providing access to professionally-designed websites in a cost-effective manner.

By partnering with the A+ Web Development Team, we have created three United Church-themed website templates, each with four colour options. Because the templates have already been created, your congregation can launch a professional, feature-rich website for a greatly reduced cost.

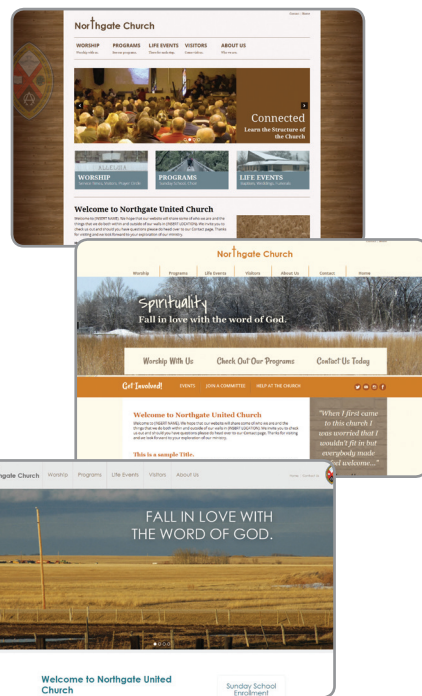
Use of this guide.

The purpose of this guide is to give you an overview of the available options and to help lead you through the decision-making process. More specifically, it has been designed to:

- Introduce the three website templates and demonstrate the available features
- Give you an idea of what to expect in terms of basic functionality
- Describe the order process
- Show you how to sign-up
- Explain the build process

We recommend you choose a Website Champion; somebody in your organization who can oversee the entire process from beginning to end. By having one individual collecting information and communicating with the A+ Web Development Team, the process will run more smoothly.

While we have tried to anticipate the most popular features and plug-ins, there may be some areas in which your church may want additional customization. If you are looking for a feature that you do not see in this guide, please contact the Web Development Team at A+ Computers & Services and they will be happy to discuss your requirements.



Yours sincerely,

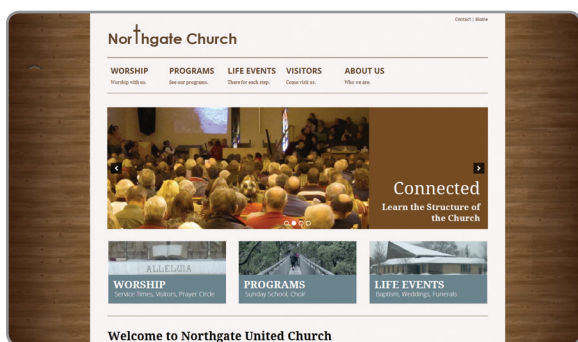
Shannon McCarthy



Available Templates

There are three pre-designed website templates to choose from. These templates were designed specifically with United Church congregations in mind. Each site contains pre-made pages and sample information for a fictional church. You may choose from the sample pages shown, or specify others you feel will best suit your congregation.

The templates showcase many available features but it is not possible to demonstrate every possible combination. If you are looking for a feature that is not presented in the sample sites, please contact the A+ Development Team to discuss any additional features you would like to see added during the setup process.



Template 1

- 4 colour options
- 2 wood options

To see a working version of Template 1 and the colour choices, go to:

<http://ucc.apluspc.ca>

Available in these colours:

Chocolate (Default)

Winter Blue

Olive Branch Green

Crimson Red



Template 2

- 4 colour options

To see a working version of Template 2 and the colour choices, go to:

<http://ucc.apluspc.ca>

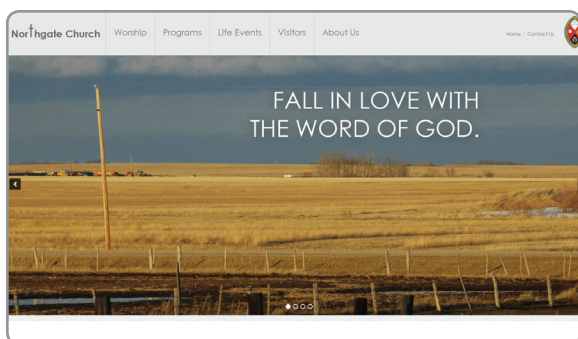
Available in these colours:

Butterscotch (Default)

Steel Blue

Lavender Purple

Lichen Green



Template 3

- 4 colour options
- with or without the UCC crest in the navigation bar.

To see a working version of Template 3 and the colour choices, go to:

<http://ucc.apluspc.ca>

Available in these colours:

Teal (Default)

Prairie Ocean

Spring Green

Cranberry



Template #1:

Included Customizations

When you choose Template #1, there are several areas that can be customized during the initial set-up with your designer. Those areas include:

- 1) **Logo:** Add the logo of your church.
- 2) **Menu:** Choose the pages you want and they will appear here and in other menus.
- 3) **Rotating Banner:** Images of your church or your community can be showcased here with the wording of your choice.
- 4) **Quick Links to Featured Pages:** Drive traffic to selected pages with these highly-visible links.
- 5) **Body Copy:** You provide the completed content for all pages.
- 6) **Recent Posts:** This area showcases your site's three most recent blog articles.
- 7) **Upcoming Events:** Promote your church's celebrations, fundraisers or any other events in this easy-to-use event calendar.
- 8) **What's New:** This is a news feed that comes from the Presbytery. You may, however, opt for a news feed from an alternate source.
- 9) **Customized Call-Out Boxes:** If you have your own announcements or messages you can add them to these customized Call-Out Boxes.
- 10) **Testimonials:** Add a testimonial from one of your members to make visitors feel welcome.
- 11) **Photo Gallery:** Display significant moments or create albums of any kind in the photo gallery.
- 12) **Footer Info:** Customized church information in the footer.
- 13) **Social Media Icons:** Promote your church's social media pages.
- 14) **Map Image:** Integrated Google map makes it easy for visitors to find you.

Please note that some restrictions apply to designated content types and quantity. Certain areas are set up for specific types content, swapping content types or layout of content may require additional design time.





Template #2:

Included Customizations

When you choose Template #2, there are several areas that can be customized during the initial set-up with your designer. Those areas include:

- 1) **Logo:** Add the logo of your church.
- 2) **Menu:** Choose the pages you want and they will appear here and in other menus.
- 3) **Rotating Banner:** Images of your church or your community can be showcased here with the wording of your choice.
- 4) **Quick Links to Featured Pages:** Drive traffic to selected pages with these highly-visible links.
- 5) **Get Involved:** Promote involvement in your church. Customize links to reflect your church's needs.
- 6) **Social Media Icons:** Promote your church's social media pages.
- 7) **Body Copy:** You provide the completed content for all pages.
- 8) **Photo Gallery:** Display significant moments or create albums of any kind in the photo gallery.
- 9) **Testimonials:** Add a testimonial from one of your members to make visitors feel welcome.
- 10) **Custom Imagery:** Provide an image that is specific to your church or area.
- 11) **Customized Call-Out Boxes:** If you have your own announcements or messages you can add them to these customized Call-Out Boxes.
- 12) **What's New:** This is a news feed that comes from the Presbytery. You may, however, opt for a news feed from an alternate source.
- 13) **Upcoming Events:** Promote your church's celebrations, fundraisers or any other events in this easy-to-use event calendar.
- 14) **Recent Posts:** This area showcases your site's two most recent blog articles.
- 15) **Footer Info:** Customized church information and logo in the footer.
- 16) **Map Image:** Integrated Google map makes it easy for visitors to find you.



Please note that some restrictions apply to designated content types and quantity. Certain areas are set up for specific types content, swapping content types or layout of content may require additional design time.



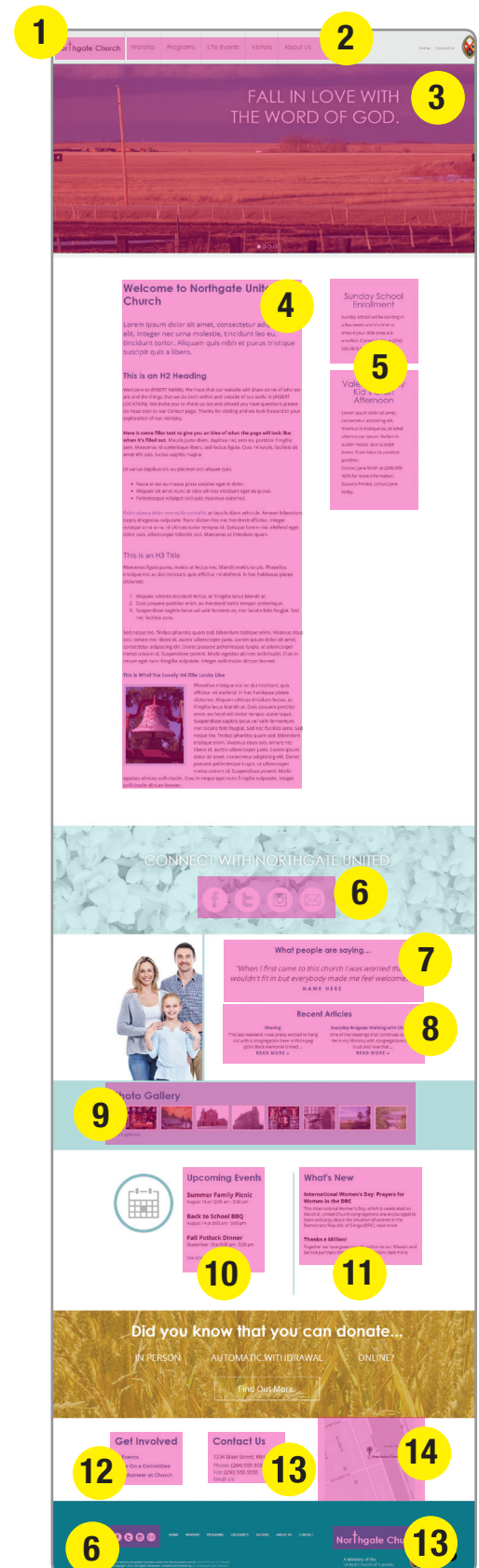
Template #3:

Included Customizations

When you choose Template #3, there are several areas that can be customized during the initial set-up with your designer. Those areas include:

- 1) Logo:** Add the logo of your church.
- 2) Menu:** Choose the pages you want and they will appear here and in other menus.
- 3) Rotating Banner:** Images of your church or your community can be showcased here with the wording of your choice.
- 4) Body Copy:** You provide the completed content for all pages.
- 5) Customized Call-Out Boxes:** If you have your own announcements or messages you can add them to these customized Call-Out Boxes.
- 6) Social Media Icons:** Promote your church's social media pages.
- 7) Testimonials:** Add a testimonial from one of your members to make visitors feel welcome.
- 8) Recent Posts:** This area showcases your site's three most recent blog articles.
- 9) Photo Gallery:** Display significant moments or create albums of any kind in the photo gallery.
- 10) Upcoming Events:** Promote your church's celebrations, fundraisers or any other events in this easy-to-use event calendar.
- 11) What's New:** This is a news feed that comes from the Presbytery. You may, however, opt for a news feed from an alternate source.
- 12) Get Involved:** Promote involvement in your church. Customize links to reflect your church's needs.
- 13) Footer Info:** Customized church information and logo in the footer.
- 14) Map Image:** Integrated Google map makes it easy for visitors to find you.

Please note that some restrictions apply to designated content types and quantity. Certain areas are set up for specific types content, swapping content types or layout of content may require additional design time.





Website Deployment Packages

Pricing and Details

Getting a website for your organization can be as hands-off or hands-on as you choose. Regardless of how tech-savvy your Website Champion is, there is a package that will suit your church's need. All prices are subject to applicable taxes. Additional development work is billable at \$90.00/hour.

Gold: \$1550.00

This plan is ideal for the church who wants their website set up quickly and with minimal effort.

The A+ Web Development Team will consult with your Website Champion, collect the required information, build your website and install your custom content.

IMPORTANT NOTE:

It is important to note that the basic set up of the Gold package will deliver a site based on the layout seen in the template. Deviating from the format/layout of the pre-designed template will incur additional costs. (This does not include pages titles and topics.)

These website templates are designed to offer the most popular options to the broadest range of organizations. However, additional customization may be required to completely tailor the template to your needs. Please see page 10 for a list of some additional features not included in the initial set up.

If you have questions about what is or is not included in the Gold Package, please feel free to ask for clarification with the A+ Website Development team.

The Gold package includes:

- Up to two hours of consultation with the A+ Web Development Team.
- Set up of to ten pages (exceeding the following may incur additional costs: 450 words, 2 images, 5 internal links to attachments like pdfs, etc.)

- Integration of your congregation's information and images
- Review and quality control check by a professional graphic designer (See pages 5-7 to see the areas that can be fully customized.)
- Training is available via comprehensive training videos. Training via phone is not included, but can be added at \$90.00 /hour.
- First year of website hosting, including domain name registration/renewal and technical, non-WordPress support (\$165.00 value)
- Licensed use of the template of your choice with two years of compatibility updates* (\$200.00 value)

Please refer to page 12 to get an understanding of how the A+ Development team will work with your Website Champion to create your site.

REQUIRED SKILLS AND RESPONSIBILITIES OF YOUR WEBSITE CHAMPION:

Your Website Champion will also be responsible for:

- Content Updates, as needed, via WordPress (instructional videos available)
- Establishing and routinely verifying the operation of an automated backup
- Keeping plugins updated and responding to security threats

If your Website Champion does not feel confident in their abilities to perform the above tasks, we strongly recommend that you consider signing up for the Maintenance Plan (page 10) in order to help protect your investment and keep your site secure.



... Website Deployment Packages Continued.

Silver: \$750.00

This plan is ideal for the church whose Website Champion wants to set up the site content themselves.

The A+ Web Development Team will install the template of your choice, the applicable plug-ins and sample content, and provide administrative access to your Website Champion.

If you select this package, it will be up to your Website Champion to modify any applicable areas of the site and to add your custom content.

If you have questions about what is or is not included in the Silver Package, please feel free to ask for clarification with the A+ Website Development team.

The Silver package includes:

- Up to one hour of project review with the A+ Web Development Team to discuss your technical requirements.
- Professional installation and configuration of your selected template and related plug-ins
- First year of website hosting, including domain name registration/ renewal and technical, non-WordPress support (\$165.00 value)
- Licensed use of the template of your choice with two years of compatibility updates. (\$200.00 value) *(Updated template files provided upon request.)*

Template Only: \$200.00

This option is ideal for the church whose Website Champion is an experienced website developer.

If your Website Champion is an experienced website developer, and intends to provide all related services, you may purchase a licensed copy of the template to streamline the development process for your website.

Includes:

Licensed use of the template of your choice with two years of compatibility updates. *(Updated template files provided upon request.)*

REQUIRED SKILLS AND RESPONSIBILITIES OF YOUR WEBSITE CHAMPION:

Your Website Champion must possess the following essential skills/experience in order to successfully set up and customize these templates:

- Have a medium to advanced level of experience with WordPress from set up to launch
- Understand how and when to modify WP PHP template files
- Have an advanced understanding of the parent/ child theme relationship and experience in modifying such
- Possess advanced CSS skills, including media queries for responsive design
- Be able to set FTP/SFTP access
- Be able to implement a backup strategy to ensure the safety of the site
- Be able to implement WordPress and plugin updates and develop a best-practice strategy to deal with issues that may arise as a result of the updates
- Possess or have access to a resource with medium to advanced level of website graphical interface theory
- Understand that the setup of a successful website goes beyond simply activating a template
- Understand that attention must be paid to the site's overall appearance and intuitiveness to ensure the site will provide a good user experience

Your Website Champion will also be responsible for:

- Customizing the provided template to suit your needs
- Installing all required content (text, images, etc.)
- Testing and launching your website
- Updating your website's core files on a regular basis (like plug-ins)
- Establishing and regularly verifying the operation of an automatic website backup
- Safeguarding of your website's security (for example, routinely updating plug-ins, patching known security vulnerabilities, and responding to security threats)



UCC Website Maintenance Plan

Annual Fee: \$300.00 (or \$25.00 /mth)

Services to be provided on a monthly basis:

- Compatibility testing of installed template with available updates for approved plugins
- Backup of current website
- Deployment of Security/Compatibility updates to the installed template
- Installation of approved plugin updates
- Notification to Website Testers (volunteer or staff member at each church) that updates have been performed and that testing should be performed ASAP to confirm that website still functions as designed (test all pages, links, etc.)
- If (any) Website Tester encounters errors as a result of the update(s), we will restore their website from the backup while the cause of the problem is being determined. Once the cause has been identified and the problem is believed to be resolved, we will redeploy the updates and notify the Website Tester.

Prerequisites:

- Must be using one of the 3 templates developed by A+ Computers for use by the UCC
- Website must be hosted with A+ Computers
- Prior to commencement of this service, your website will be inspected by A+ Computers to ensure that the provided template and approved plugins have not been altered in such a way as to make it incompatible with the update deployment process.

Exclusions:

- Updates for non-approved plugins will not be deployed automatically by A+ Computers
- If post-update errors are determined to be caused by non-approved plugins or modifications to the provided template, A+ Computers will advise the client to contact the appropriate developer for support. Support is otherwise available from A+ Computers at a rate of \$90.00/hr.
- Content updates are not considered maintenance items. Instructional videos and/or training are available for the Website Champion for the purpose of performing routine content updates. Charges may apply.



À La Carte Features

These websites are designed to provide the greatest amount of functionality to the widest range of churches possible. However, there may be some features your church would like that are not part of the basic site build. Here are a few examples of features that fall outside the basic set up, but may be of interest to your church. This list is not exhaustive—if there is a feature you need that you do not see here, please contact the A+ Web Development Team to discuss price, options and availability.

À La Carte Features

For the Gold Package,

- Facebook integration
- Twitter feed integration
- Recurring events
- Search engine optimization enhancements
- Additional blog articles
- Review and clean up of supplied text
- Additional events
- Additional photos/galleries/albums
- Installing additional plug-ins
- Sitewide search
- Google Analytics
- Additional Pages

Additional Services

Should you require them, here are some additional services we can provide or arrange:

- Additional Design Time
- Copywriting
- Custom Programming
- Transfer of old content to new site
- Database Development
- Technical Support
- Website Optimization
- Marketing Services
- Phone-based WordPress Training

These services range in price and are generally quoted on an hourly basis. If you are interested in any of these services, talk to your A+ Web Development Team for details.

Ordering a Website for Your Church



Website Ordering Process

Ordering a website for your church is easy. Just follow these steps to get started. If you get stumped at any point along the way, feel free to contact A+ Computers and their friendly staff will be happy to answer any questions you may have.

Step 1: Choose a Template

Choose the website template that you think will work best for your church. See template options on pages 4 to 7.

Step 2: Choose a Website Deployment Package

Select the Website Deployment Package on page 8 & 9 (Gold, Silver or Template Only) that is appropriate for your congregation.

Step 3: Place Your Order

To start your order, A+ Computers requires four things:

- Complete the Order Form on page 17.
- If you are ordering either the Gold or Silver Website Deployment Packages, a signed copy of the Terms & Conditions document (found on pages 15 & 16) is required.
- Payment in full. (Cheque, Visa and Mastercard are accepted.)
- Scan your completed documents and email them to orders@apluspc.ca or send via snail mail to:
A+ Computer & Services
3050 Portage Avenue
Winnipeg, MB R3K 0Y1

Step 4: Website Set Up Process

TEMPLATE ONLY

The A+ Web Development team will provide your Website Champion with a copy of the applicable template and a list of the required plug-ins.

Please contact us if you require any assistance:

orders@apluspc.ca
(204) 275-8772 (APL-USPC)

SILVER

The A+ Web Development Team will:

1. Contact your Website Champion to obtain the relevant information
2. Register your new domain name or initiate transfer of your existing domain, if required
3. Configure your A+ webspace and install the appropriate template, plug-ins and sample content
4. Provide your Website Champion with the usernames and passwords required to access the website's administration area

GOLD

The A+ Web Development Team will:

1. Contact your Website Champion to review your congregation's requirements and any other relevant information. Your organization's needs will be reviewed and any requirements that fall outside the template parameters will be discussed and quoted. Your organization may make requests for changes during the set up process. If charges apply to those requests, they will be discussed at that time
2. Customize the website to reflect your congregation's chosen pages, images, menu layout, body content, supporting images, etc. as described on pages 5-7 and 8
3. Provide your Website Champion one opportunity to review the completed website and submit a list of revision requests
4. Make revisions as required (subject to limitations)
5. Register/transfer your new domain name (if required) and configure your webspace then install the appropriate template and plug-ins
6. Provide your Website Champion an opportunity to review the finalized site and an approval form, marking the end of development
7. After final payment is received, launch your new website
8. Provide your Website Champion with the usernames and passwords required to access the website's administration area
9. Content management training will be provided in the form of easy, step-by-step videos



Website Preparedness Checklist

There are a variety of items you will need to collect in order for the website set up process to go smoothly. The A+ Web Development Team will discuss these items with you; however, we have included a list to get you going.

Images:

- ☐ 3-5 large images for rotating banner (*Minimum 1920 pixel wide.*)
- ☐ 10-15 images for body content area
- ☐ Images for photo gallery
- ☐ Have 5-10 additional images that could be used elsewhere around the site if required
- ☐ Pictures of staff and other people for the 'Meet the Team' page, if required
- ☐ Any other imagery you feel may be appropriate

Content:

- ☐ Page content for each page you have chosen (*Shoot for 300-500 words. No less than 200 words.*)
- ☐ Upcoming Events: Information on your events, description, who to contact, venue info, etc.
- ☐ Blog Articles. Who is writing them? (*It's a great idea to start with at least two or three.*)
- ☐ Testimonial for front page of site (*20-30 words ideally.*)
- ☐ Bios of staff and other people for the 'Meet the Team' page, if required
- ☐ Any resources, links to outside pages etc
- ☐ Any other content you feel may be appropriate

Information:

- ☐ Contact information for the church: phone number(s), addresses, email, etc.
- ☐ Points of contact; who receives what emails from the website
- ☐ Links for social media pages
- ☐ Desired or current registered Internet domain, such as www.yourchurch.com
- ☐ Any other additional features/information you feel may be appropriate

Please note that development of your website will not start until all content has been provided. Please ensure you've reviewed all of the content requirements for your template (pages 5-7) and your desired pages.



Frequently Asked Questions

Do we have to pay this set up fee every year?

No, the setup fee is a one-time fee which covers the initial customizations appropriate to the Website Deployment Package you choose. See page 8 for details on the Website Deployment Packages. The Gold and Silver packages also include your first year of website hosting and domain registration/renewal.

What recurring costs are there?

In most cases, the only recurring costs are the hosting of the site and the renewal of your domain name. If you request additional customizations that incur an annual fee, for example, additional plug-ins, we will advise of those fees in advance.

Does our church own this website?

Yes. Once you have paid for the website, it is yours to use or modify freely, as subject to the licensing agreement.

What if we want extra features added to the site?

Absolutely! WordPress offers many different plug-ins and features we do not mention here. If there is a feature you would like your site to have, tell your A+ Web Development Team about it.

Do we have to contact the A+ Development Team when we require changes to the site?

Your Website Champion will be able to make modifications to content and basic functionality through the powerful WordPress administrative dashboard. If you require adjustments that fall outside the scope of the WordPress administrative dashboard, please contact the A+ Development Team to request an estimate.

I've never used WordPress before and I'm not too tech-savvy. Is it easy to learn?

WordPress is one of the most intuitive content management systems available, for the features that it offers. While it is still a complex piece of software, the areas in which you will make edits will likely become second nature in no time. In addition, training videos will be provided to show you how to edit the site step-by-step. Anybody with the desire to learn WordPress can do so.

We already have a website, but want one of these instead. Can we do that?

Absolutely. We can archive your old site and put this site up in its place. We can even add the content from the old site to the new site. There might be some technical details to hammer out, for example, you may need to switch hosting companies, but we will cross that bridge when we get there.

What happens if the site breaks or looks funny?

Internet browsers frequently receive updates that address security concerns and/or improve functionality. However, these updates may at times cause certain websites to look or behave strangely. It is therefore vitally important that your website is reviewed regularly. If, when reviewing your website, you discover any concerns, please report them to the A+ Web Development Team. They will advise you in advance of any applicable repair costs.



Terms and Conditions

We will always do our best to fulfill your needs and meet your goals. Having said that, we are big fans of open communication so we want to make sure some things are written down so we are all on the same page. In this agreement, we have tried to avoid complicated legal terms or large passages of unreadable text. We do want what is best for the safety of both parties, now and in the future. If you have a concern with any part of this agreement, please feel free to contact us and we will be glad to discuss it.

Payment Details

Full payment is due in advance to secure your position in the development workflow schedule. If additional charges are incurred during development for items such as, but not limited to: custom development, stock photography, change requests, etc., the full balance must be paid prior to site launch. Interest charges will be applied to all overdue accounts at a rate of 2% per month, calculated daily. Cheques returned for insufficient funds will be subject to a \$40.00 fee.

What do both parties agree to do?

As our customer, you have the power and ability to enter into this contract on behalf of your organization. You agree to provide us with everything that we need to complete the project including text, images and other information as laid out in this document. You agree to review our work, provide feedback and approval where appropriate and to submit payment in a timely fashion. We represent that we have the experience and ability to complete this project and we agree to carry it out in a professional and timely manner. We will endeavor to meet all target dates as long as your approvals and content are provided within the scheduled timeframe. We promise to help you stay on track with gentle reminders as deadlines approach but if submission and approval deadlines are missed, your project may be delayed.

Point of Contact - Website Champion

Your Website Champion has been chosen by you to be the official representative of your organization with respect to this project. To ensure effective and efficient communication throughout, we kindly request that

all questions, requests, revisions, orders or concerns are delivered to us via this person. If your Website Champion must retire prior to the completion of the project, you may be assessed a reasonable project review fee.

Browser Testing, Updates and Third Party Software

We will test the website in current versions of all major browsers including Internet Explorer, Firefox, Chrome and Opera. We will not test the site in old or abandoned browsers. (ie: Microsoft Internet Explorer 6) unless specifically requested. If requested, we will generate a quote for any additional testing or development.

Browsers, content management systems, plug-ins and other third-party code sometimes receive updates. It is possible for these updates to affect the design or function of your website. If undesirable changes occur due to third-party software updates we cannot be held responsible. During the support lifetime, we will provide basic compatibility updates to the templates but we cannot guarantee that these updates will be compatible with your completed website and/or its custom content. If you experience problems with your completed website, please contact us and we will review the situation and provide an estimate for any work required to correct the problem.

Unforeseen Software Limitations

We will do our best to accommodate your design needs but sometimes limitations are imposed by products or services provided by a third-party. We will do our best to point out any potential problems we anticipate but we will not be liable for any design or performance

limitations imposed by a third-party or their software or service(s). The final site may differ slightly from the mock-up you approved due to these limitations.

Text Content

All wording and content for the website is to be full and 100% complete when provided to the A+ Web Development Team. You may be subject to additional charges if your text exceeds 500 words per page, or the number of events and blog articles exceed three. Proofreading and editing are not included. Should you require these services, please request a quote. Text must be supplied in one of the following accepted digital formats: .doc, .docx, .txt, .rtf

Photographs

While you are free to use any of the photos shown in the sample sites, we recommend that you supply your own. Unless an official estimate is provided by the A+ Web Development Team, it is your responsibility to purchase stock photography and/or to ensure that you have the legal right to use any images you provide for use in this project.

If you are providing us with photographs, please ensure that images are in one of the following acceptable digital formats: .jpg, .gif, .png, .eps, .tif. Basic photo resizing and optimization are included in the Gold and Silver Deployment Packages, but additional manipulation is not.

Photo Galleries

Please note that initial website set up includes a maximum of three photo galleries with twenty photos per gallery.



Change Requests and Revisions

It is not uncommon for new ideas to surface part way through a website development project and plans can typically be adjusted to accommodate. When you request a change part way through the project, we will consider the request and determine what affect it may have on the project scope and timelines, if any. If your change request will result in any additional charges, we will submit an estimate for your approval. Once your approval has been received, the project scope and timelines will be adjusted accordingly. Any applicable charges related to an approved change request will be added to the final invoice and will be payable prior to the launch of your new website.

Putting Project on Hold

Any point at which we are awaiting your timely review, approval, submission of content or any other required information, the project will be placed on hold. Please be aware that projects that have been placed on hold for more than two consecutive weeks will be subject to a minimum review/rescheduling fee of \$90.00. We will remind you of this if/when you place the project on hold.

Security

Although we will make every reasonable effort to provide you with a secure website, A+ Computers cannot guarantee the same. Your website, like all others, may become the target of malicious attack. To help minimize this risk, we recommend the use of strong passwords, routine monitoring, and the observance of standard security practices.

Technical Support

Technical support services provided by A+ Computers & Services may be subject to additional fees, unless it is clearly indicated in this document that such services are included in the package or subscription you have purchased.

Limited Liability

A+ Computers & Services will not be held liable for any damages, including, without limitation: lost profits, operating expenses, or other incidental, consequential or special damages arising out of the operation of or inability to operate this web site and any other web pages, even if you have advised us of the possibilities of such damages. As part of this project, it may become necessary for A+ Computers & Services to agree to third-party Terms of Service, Licensing or similar on your behalf. We will provide you with links to these documents upon your request; otherwise, it will be understood that you have acknowledged them.

Commercial Electronic Messages

By signing this contract, you consent to receive occasional commercial electronic messages from A+ Computers & Services, including service notifications, promotions and newsletters. An option to unsubscribe will be included at the bottom of any such message.

Copyrights

You guarantee to us that any elements of text, graphics, photos, designs, trademarks, or other artwork that you provide us for inclusion in this project are either your

property or that you have express permission of the owner to use them.

Portfolio

We love to show off our work and share what we have learned with other people, so we also reserve the right to link to your completed website as part of our portfolio, to display a discrete link to our website on the bottom of yours and to discuss design aspects of your website in a public forum.

Severability

If any provision of this agreement shall be found unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any other remaining provision.

Project Cancellation

You can cancel this project at any time but cancellation does not necessarily guarantee a refund. A partial refund may be issued by A+ Computers & Services at their sole discretion and would be net time and materials already incurred and a 20% cancellation fee.

Jurisdiction

This agreement is a legal document under exclusive jurisdiction of Canadian courts.

Print Name

Signed by

Date

On behalf of (name and/or official seal)



Order Form and Payment

Full payment for the Template and optional Website Deployment Package is due prior to commencement of work. Any additional charges that you have approved will be due and payable prior to launch. Questions? Email orders@apluspc.ca or call (204) 275-8772.

Name of Church: _____

Address: _____

Phone: _____

	Website Champion	Billing/Admin Contact
Name:		
Phone Number:		
Email Address:		

Select a template style and
colour palette:

Template 1

- ☐ Chocolate (Default)
- ☐ Winter Blue
- ☐ Olive Branch Green
- ☐ Crimson Red

Template 2

- ☐ Butterscotch (Default)
- ☐ Steel Blue
- ☐ Lavender Purple
- ☐ Lichen Green

Template 3

- ☐ Teal (Default)
- ☐ Prairie Ocean (Gold)
- ☐ Spring Green
- ☐ Cranberry

Select a Website
Deployment Package:

☐ **Gold:**
(\$1627.50 incl. GST)

☐ **Silver:**
(\$787.50 incl. GST)

☐ **Template Only:**
(\$210.00 incl. GST)

Terms and Conditions

- ☐ I have reviewed and signed the Terms & Conditions document and it will accompany this order form. *(Gold or Silver Packages only.)*
- ☐ Our designated Website Champion has acknowledged and accepted the Required Skills and Responsibilities with respect to this undertaking, as outlined on pages 8 and 9.

Payment Method:

- ☐ Cheque, payable to A+ Computers & Services, enclosed.
- ☐ Credit Card:

Name of Cardholder: _____

Card Type: ☐ Visa ☐ MasterCard

Card Number: _____

Expiry Date: _____

Card Holder's Signature: _____

CCV: _____
(3 or 4 digit code on back of card.)