



Campaign ToolBox

Single Reporting Entity License Order Form

Candidate name or PAC as it will appear on the reports: _____

- Delivery Information -----
- Name of contact person: _____
 - Company Name (if applicable): _____
 - Address: _____
 - City, State, Zip Code: _____
 - Phone number with area code: _____
 - Contact e-mail address: _____

Campaign ToolBox edition: FL KY PA

- 1) Campaign ToolBox, 1 year license, Internet download..... \$140 _____
- or -
- 2) Campaign ToolBox, 1 year license, on CD-ROM (Also see Item 4)..... \$160 _____
NOTE: There is very little reason to order the program on CD unless you do not have access to high speed internet. The program can be downloaded at any time and you can burn your own CD.
- 3) Additional CD-ROM for trial use, backup, replacement, etc..... \$20 _____
- 4) Shipping for CD-ROM - FedEx Overnight \$25 **or** Priority mail \$8 _____
- 5) _____ Additional 90-day period\$35 per 90 days _____
- 6) See pg. 2 for IRS-8872, etc. _____
- 7) Import/Export option..... \$100 _____
- 8) _____

Florida sales tax, CD orders only - (see Order Info sheet) Tax rate: _____% . _____

Total for this order..... _____

- ◆ **All sales are final - no refunds or credit. If you have any questions about the suitability of the program, please use the program in Trial Mode and check web site for OS information before ordering.**
- ◆ **Check the program expiration date (see notes on next page) and make sure you are covered for your entire campaign plus termination reports. Order additional quarters if needed.**

Payment method: Check mailed with order Visa Master Card Discover

Credit card number: _____ Exp. date: _____

C.C. Billing street address
with zip code if
different from above _____

Questions? See notes on Order Info sheet (next page) or call or email scm@adjutant.com
Please use only the current version of this order form (download from web site).

Adjutant Software, Inc. • 2055 Bond Road • DeLand, FL 32720-4531
 Tel 386-822-9181 • Fax 386-738-2124 • <http://www.adjutant.com>

Single Reporting Entity - Ordering Information

Adjutant Software, Inc.

Payment

1. To pay by check, please make check payable to "Adjutant Software, Inc." and mail to the address shown on the order form.
2. To pay by credit card, please complete the order form and fax it to the fax number shown on the order form.
3. Payment in full by check or credit card must be received before a program registration code is issued. Orders cannot be shipped C.O.D.
4. Amount charged to your CC account is determined by the items ordered and applicable tax laws; please check your math carefully and call or email if you have any questions.
5. Be sure to order for an expiration date late enough to close your account and file termination reports.
6. Refund checks for over-payment are only issued for amounts of \$10 or greater; lesser amounts are credited unless you specifically request a refund check.

Return Policy (No Returns)

Once software has been ordered and the registration code issued, it cannot be returned for a refund or credit - no exceptions. If you have any question about the suitability of the program for your specific needs, please download and use the program in Trial Mode before ordering. Trial Mode allows you to test all features and functions of the program - the number of records permitted is restricted, and the Reports are created as samples only. The Trial Mode program can also be ordered on CD if you prefer - there is a small charge for this (see current order form).

Florida Sales Tax

Sales tax is due on all *tangible* items shipped to a Florida address. If your FL county has a local-option sales tax, that must also be included. For example:

- No tax is due if the program is ordered as an Internet download.
- No tax is due if the program is shipped to an address outside of Florida.
- Tax is due on \$160 if the program is purchased on CD (\$140 for the program plus \$20 for the CD).

Other Notes

1. All program licenses are valid only through the program expiration date (see box below). After that date, no more records may be entered. Previously entered data is not affected.
2. One Reporting Entity is included in the price of the license. To add additional reporting entities, you must either purchase additional single licenses or a multiple reporting entity license.
3. A single reporting entity license may NOT be converted into a multiple reporting entity license.
4. IRS 8872 printed report (not electronic filing) is available as an option for FL and GA. Use line 6 on the order form to write "Add 8872 - \$40".
5. License agreement is available on the web site, on the CD, and on request via phone, fax, or email.
6. Updates are available at no charge by Internet download only. Some updates may be required.
7. Most orders are processed within 24 hours.
8. For Internet orders, invoices and codes are sent via email in Adobe Acrobat PDF format.
9. **Renewals for the same reporting entity will use the previous expire date as the starting date for the new order, so there is no penalty for sending in your renewal early and no advantage in renewing after the expire date. Orders placed 4 months or more after the expire date are considered a new order and the order date is used as the starting date.**

Expiration Date

- The program license is sold in 90-day increments with a minimum of 4-quarters (one year).
- The license term begins on the date of purchase (or renewal date) and ends on the same date the following year (or later if additional 90-day increments are purchased).