

Purchase Order #

**DISTRICT INFORMATION**

District Name	<input type="text"/>		
Main Office Address	<input type="text"/>		
Main Office Address	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Zip	<input type="text"/>

**SOLUTION CONTRACTED**

	Solution	Description	Price
<input type="checkbox"/>	<i>CommunityConsult: K12 Budget Shortfall Survey #1</i>	Online deployment of <i>CommunityConsult</i> Survey. Description of services under Deployment Details.	\$2,500
<input type="checkbox"/>	<i>EfficientSchools: K12 Budget Shortfall Survey #2</i>	Online deployment of <i>EfficientSchools</i> Survey. Description of services under Deployment Details.	\$2,500
Total			

**DISTRICT BILLING CONTACT**

Name & Title	<input type="text"/>
Email Address	<input type="text"/>
Telephone Number	<input type="text"/>

**ORDER CONFIRMATION**

This Order is subject to and governed by the Terms and Condition of Use governing the services which may be accessed at the following URL: <http://www.k12insight.com/terms.html>. Additional scope of work may be defined in a separate sheet under Deployment Details. Customer hereby requests K12 *Insight* to provide the Services as described herein. Upon receipt of this Order Form completed and duly signed by an authorized representative of Customer, K12 *Insight* will execute the requested Services.

**AUTHORIZED SIGNATURE**

Executed for and on behalf of the District by:

DISTRICT SIGNATURE:  <hr/>	Name:	<input type="text"/>
	Title:	<input type="text"/>
	Date:	<input type="text"/>
Email Address	<input type="text"/>	
Telephone Number	<input type="text"/>	Fax <input type="text"/>

For and on behalf of K12 *Insight*, a Division of Zarca Interactive, by:

K12 <i>INSIGHT</i> SIGNATURE:  <hr/>	Name:	<input type="text"/>
	Title:	<input type="text"/>
	Date:	<input type="text"/>

For Internal Use Only			
Main login ID	<input type="text"/>	Contract Received	<input type="text"/>
Invoice #	<input type="text"/>	Deploy Date	<input type="text"/>
		Signed Contract Sent	<input type="text"/>

These services ordered under Service Agreement #

**DEPLOYMENT DETAILS**

<i>CommunityConsult</i>		<i>EfficientSchools</i>	
Date of Deployment:		Date of Deployment:	
Mode:	<input type="checkbox"/> Email <input type="checkbox"/> Link on Website	Mode:	<input type="checkbox"/> Email <input type="checkbox"/> Link on Website
Is Link on Website Password Protected?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Is Link on Website Password Protected?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Name and telephone number of staff who will provide email addresses		Name and telephone number of staff who will provide email addresses	

**Scope of work for K12 *Insight* consists of the following:**

1. Programming and customization of questionnaire
2. Launching survey: In case of email mode, emails will be sent once (single batch) followed by 2 reminders. In case of link on website, link will be provided to appropriate District Staff.
3. Report containing topline results will be provided within two weeks of completion of survey. Reports may be accessed by client at anytime via the Internet for a period of one year from date of contract.

**District is responsible to provide the following in a timely fashion for successful deployment:**

1. Complete fields in the "Deployment Details" table above.
2. If email mode is used, all email addresses will be provided in Excel format. The file should be complete and contain all email addresses for a timely launch. Only one batch is included.
3. In case of email deployment, district's technical staff will provide all necessary assistance to ensure a high volume of emails can be received for this survey by the district's mail server without being blocked by spam filters, firewalls or being quarantined.