



Website Policies and Procedures for Small Packages

UnitNet Website Setup

1. Sign up for UnitNet website yourself

If you currently have your own domain name, let us know your hosting username and password, and we will log onto your account and forward your domain name to your UnitNet website. (I.e. if you put it www.myname.com – it would pull up your unitnet site – this is just an example)

2. Choose 1 of 4 standard looks

If you do not prefer the four supplied looks, we will create a custom template for you starting at \$50 (this is in addition to the setup fee below).

3. We will add pages with our content

- Hot Ideas: page of business ideas
- What's New: great graphics featuring different ideas (about 6 updated every other week)
- Company Events: page detailing company events
- Training Center: use of our Pink Cabinet, no customization made to the Training Area
- Preferred Customer Program: details the latest PCP updates
- Contests: page of your unit contests and company contests
- Special Recognition: displays New Consultants (for current and past month), On Target Stars (\$300+ totals), Top 10 Court of Sales/Sharing, Birthday, Anniversary, Career Types (names of Senior Consultants and up)

To keep our prices cost effective for you, there will be no other pages added and no customized made to any of the pages, except your contest page.

UnitNet Unit Updates

Monthly updates: *updated only one time per month, updates must be sent by 3PM EST time on or before your day to be added to your website, we will notify you of the day that your website will be updated each month. You may only send one update e-mail.*

We will:

- 1. Add upcoming events to your front page (no more than two months of events added per month)**
- 2. Add up to 5 contests to your front page (in either text/word)**

3. May send up to 5 photos in .jpg or .gif format

4. Update the specialty pages outlined above (these pages will be linked to our master pages, so they will be updated many times throughout the month)

-Additional updates billed at our V.A. rate of \$20 per hour

Setup Policy

Format: For the smaller unit package and new director package, we will only maintain your website via UnitNet (www.unitnet.com). You must sign up with them and pay UnitNet monthly fees in order to have them host your website from month to month. We do offer websites off of UnitNet, but you will need to visit our website or contact us to inquire about those websites and the associating fees.

Creation/Setup: You can choose between four templates. Your unit name will be on the logo and we will upload your director photo. No other changes can or will take place to the template.

Our Pages: We will setup your website with our master pages. There will be no changes made to the content or name labels. We will not customize the Pink Cabinet. We can upload your chosen documents to your website, however, you will be charged at our hourly Virtual Assistant rate (\$20 per hour, billed in 15 minute intervals) for the time that it takes for us to upload Training items.

Reports: Our reports mimic the company reports, accordingly, whenever the company updates the material, that's what your reports will reflect (once we update your report on our end). We will not make name changes to report, change numbers, order, or make any other changes to totals that are displayed or the way in which they are displayed.

Billing: We accept debit and major credit cards. We do not accept checks. We will request from you your billing information. When you begin your website, you will be billed for one month of maintenance, setup, and any other additional fees that can occur. We charge an 8% monthly interest rate for credit cards that are declined after two months (i.e. we do not receive full month payment). Monthly maintenance payment is due monthly.

Communication: We will communicate with you through e-mail on our normal business hours, if you are unsure of our business hours, please let us know. We will not maintain your website via phone call and we are not responsible for technical assistance or issues. If you need to speak with us, please e-mail us and we will schedule a time to speak via phone that is convenient for us both.

Maintenance: Your must send your items in one clear e-mail before or on your maintenance day. After 3PM EST, we consider material late. If your material is sent late, we will try to add to your website as soon as possible **or we will save your material for your next update time. Major changes or maintenance not outlined in your maintenance package will result in additional fees, we will contact you to let you know if additional fees should occur.**

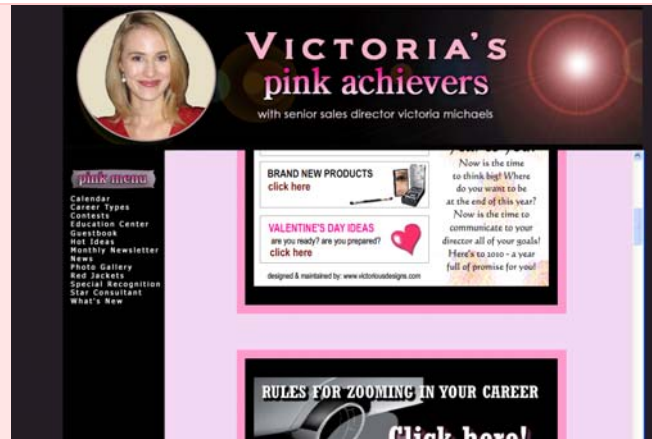
Unable to update your site: If we are unable to update your website on your update time due to vacation, sickness or some unforeseen issue, we will contact you to let you know of another time that we have your site scheduled to be updated on or will assign you with a temporary updating day. These guidelines can be revised at any time. Please check our website often for up to date information in regards to our guidelines.

Victorious Designs

Choose Your Choice of Four CSS/HTML Designed Templates



Template 1: Whimsical



Template 2: Professional



Template 3: Modern with Car



Template 4: Modern Pink

If you do not prefer these templates, we will CUSTOM design a new template for you at the starting price of \$50 (this is in addition to the website setup fee).

Please type your name below to confirm your electronic signature

Name: