

## 2 Contact Information and Agreement to Terms

► Please fill in full business contact information, sign below, and fax this form along with initialed form '1 Summary of Terms' to +1 212 741 1846.

Contact name: \_\_\_\_\_

Company name: \_\_\_\_\_

Contact email: \_\_\_\_\_

Credit card no.: \_\_\_\_\_ Exp: \_\_\_\_\_ CID: \_\_\_\_\_

CC Billing address: \_\_\_\_\_

I agree to the **Summary of Terms** am authorized to do so on behalf of the business and authorize payment on my credit card for monthly Maintenance and authorized Web site Customization:

Cardholder Sig.: \_\_\_\_\_

Date: \_\_\_\_\_

### Site Customization

Upon return of this signed form, you will be contacted with details on your choices of site fonts, font colors, navigation link styles, and site background colors for basic site customization, as well as options for further customization.

### Site Setup Instructions

You will be sent the Web Manager User Guide via US Mail. This guide includes detailed and illustrated step-by-step instructions for setting up and adding and editing content to your Web site.

Technical support is available from Monday to Friday, 10 a.m. to 6 p.m. (Eastern Time) via telephone at 212 620 5500 x2 or via email at [websupport@artsystems.com](mailto:websupport@artsystems.com)

### Domain Name Registration or Transfer

Once your site is ready for public viewing, we can setup a new domain name or transfer your domain name (Web address) to point to your new Web site. In the meantime your site will be at a numbered address only, and the public will not see the site (unless you send them the numbered address). Please think about what you would like your domain name to be, and visit [www.register.com](http://www.register.com) to see if your name is still available. Remember – do not newly register your domain on your own, or do not transfer until the site is ready – so that the public does not visit an unfinished site. See **Domain Setup Form** for details.

**Business Issues:** Please email [info@artsystems.com](mailto:info@artsystems.com)