

MEMAT Order Form

This **Order Form** together with the the **Special Terms and Conditions for MEMAT 3.0**, and the **General Terms and Conditions of Africa Media Online** constitute a Contract between:

1. The South African registered company Africa Media Online (Pty) Ltd, Registration Number 2007/004727/07, VAT number 4830211894, which trades as Africa Media Online, and which has as its domicilium no. 17 Leighton St, Pietermaritzburg, 3201, South Africa, telephone number +27-33-345-9445, cell number +27-82-829-7959, and email address editor@africamediaonline.com (hereinafter referred to as "AMO")

2. The Customer identified under Section A of this Order Form (hereinafter referred to as "Customer")

Subject always to the Customer complying with its obligations in accordance with the terms of this Contract, AMO shall supply the service as specified in this Order Form until the termination or expiry of this Contract.

SECTION A: CUSTOMER DETAILS

A1. Customer Details	
Customer Name:	
Physical Address:	
Postal Address (if different):	
Registration Number:	
A2. Contact Name and address for billing purposes	
Contact Name:	
Invoicing Address:	
Tel (Direct Line):	
Tel (Main Line):	
Fax:	
Email:	
A3. Customer Representative	
Contact Name:	
Postal Address:	
Tel:	
Cell:	
Fax:	
E-mail:	
<ol style="list-style-type: none"> 1. The Customer representative shall be authorised to receive and give instructions on behalf of the Customer in relation to service-related issues. 2. AMO shall send Notices under this Contract to the Customer Representative. 	

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SECTION B: ASSOCIATED DOCUMENTS

B1. Associated Documents	
Document Title:	Issue Number:
MEMAT 3.0 Special Terms & Conditions	V3.0
AMO General Terms and Conditions	v1.1
<ol style="list-style-type: none"> 1. The associated documents listed in the table above are incorporated into this Contract. 2. The Issue of each document at the date of this Contract is shown above. 3. Product Sheets and User Manuals are subject to change by AMO from time to time. Any such new documents are deemed to have been incorporated into this Contract. 4. Definitions in the MEMAT 3.0 Special Terms & Conditions apply to all parts of this Contract. 5. In the event of any conflict between any provisions of any of the documents forming this Contract, the following order of priority shall prevail: Order Form, Special Terms & Conditions, General Terms & Conditions, Product Sheet, User Manual. 	

SECTION C: TYPE OF ORDER

C1. MEMAT 3.0 type of order: Order Type (please tick the relevant white boxes)	
Explanation:	
To allow AMO to process this order correctly please indicate whether this is a new site order or an upgrade of an existing site:	
New Site Order	
Upgrade of Existing Site	
If Upgrade of Existing Site is selected, please indicate the URL of the Web Site that needs upgrading	

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SECTION D: SITE AND HOSTING CHARGES

D1. MEMAT 3.0 site charges: Site Type (please tick the relevant white boxes)			
Explanation:			
The Site Type determines whether your site content is available to be represented by Africa Media Online or not. The Contributor Site makes content available to Africa Media Online for potential selection for representation and is therefore offered at a discounted rate ¹ :			
Contributor Site: (Site content may be represented to markets by Africa Media Online)			
Monthly payments		R250	per month
Independent Site: (Site content not made available for representation by Africa Media Online)			
Monthly payments		R750	per month
D1. Total			per month
Notes:			
1. Selection of content to be represented by Africa Media Online is at its editor's discretion and the company reserves the right to withdraw the offer of an Contributor Site should content not match its requirements			

D2. MEMAT 3.0 site charges: Collection Hierarchy (please tick and fill in the boxes)			
Explanation:			
Both the MEMAT 3.0 Contributor Site and the Independent Site include 1 x Subcollection. You do, however, have the option of selecting as many Collections and Subcollections as you require:			
Collections			
Number of additional required at R100/month/Collection		SubTotal:	
Subcollections			
Number of additional required at R25/month/Collection		SubTotal:	
D2. Total			per month

D3. MEMAT 3.0 site charges: Media Types (please tick and fill in the relevant white boxes)									
Explanation:									
MEMAT 3.0 is a multimedia digital asset management system. Both the Contributor Site and the Independent Site include one media type e.g. photography or illustration or sound or footage. In this section you need to select your default media type and then you have the option of selecting additional media types:									
Default Media Type (mark one)									
<input type="checkbox"/> Photography		<input type="checkbox"/> Illustration		<input type="checkbox"/> Sound		<input type="checkbox"/> Footage		<input type="checkbox"/> Manuscripts	
Additional Media Types (please tick relevant types and fill in subtotal)									
Photography at R100/month						SubTotal:			
Sound at R100/month						SubTotal:			
Footage at R100/month						SubTotal:			
D3. Total								per month	

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D4. MEMAT 3.0 site charges: Additional Functionality (please tick and fill in the relevant boxes)

Explanation:

Both the Contributor Site and the Independent Site include basic features such as an editable About Us page and Contact Us page, the ability to upload files, organise files into galleries under the default Events gallery type, search for files and order files, create and manage lightboxes, manage metadata in files, customer/user sign up, manage buyers in a Customer Relationship Management (CRM) system among other functionality. There are, however, more sophisticated features that you can opt for:

Additional Functionality (please tick relevant types and fill in subtotal)

<i>Ecommerce</i>		SubTotal:	
at R100/month (plus admin fee of 15% of credit card transactions if utilizing the AMO merchant account, an amount which includes the credit card company fees)			
<i>Custom Website Functionality²</i>			
Wordpress CMS for blogs or custom pages at R50/month		SubTotal:	
Joomla CMS for custom pages at R50/month		SubTotal:	
² Set up and design fees for this custom functionality and delivery schedules are quoted on a case by case basis depending on your requirements			
D4. Total			per month

D5. MEMAT 3.0 hosting charges: Content (please fill in the relevant white boxes)

Explanation:

Publishing and broadcast quality media files have significant "weight" requiring a lot of online storage space. This section determines charges as your collection grows. What you fill in in this section is only an estimate to allow you to get a sense of what you will be charged. Accurate calculations will be done on a monthly basis by Africa Media Online:

Photography and Illustration files = R0.10 per file online per month

Expected number of files		(x R0.10) SubTotal:	
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Footage and Sound files = R0.01 per MB online per month

Expected number of MBs		(x R0.01) SubTotal:	
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³ If you have a very large collection it may be more cost effective to consider Africa Media Online's MEMAT Enterprise solution that installs your own server on your premises or in a data centre.

D5. Total			per month
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D6. MEMAT 3.0 hosting charges: Technical Support

1. The fixing of technical errors in the system is included in the monthly fee
2. Standard upgrades to the system are included in the monthly fee
3. Requests for design enhancements to your web site are quoted for on a case by case basis
4. Requests for new features or design enhancements to the MEMAT 3.0 system are taken into consideration by Africa Media Online and may be included in future updates to the system

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TOTAL

D7. MEMAT 3.0 site and hosting charges: Total (please add the totals of the sections together)

D1. + D2. + D3. + D4 + D5. Total		per month
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DISCOUNTS

D8. MEMAT 3.0 site and hosting charges: Discounts (please tick the relevant white boxes)

Explanation:			
Debt collecting is costly in time and resources so Africa Media Online offers discounts if you select to pay in a way that minimizes this cost. We offer two options in this regard, a monthly payment by debit order (which requires the AMO Debit Order Form to be filled out) and an annual payment in advance (which has a minimum charge for the first year of R2,500 ex VAT. Following years will be calculated on the basis of the highest monthly charge during the previous year):			
Monthly payment by Debit Order (5% discount)			
Select this option		(C7. Total x 5%) Monthly Discount Total:	R
Annual payment in advance (10% discount)			
Select this option		C7. Total x 12 (x 10%) Annual Discount Total:	R

GRAND TOTAL

D9. MEMAT 3.0 site and hosting charges: Grand Total with Discounts (Total less discount)

Total expected charge with no discounts selected	R	per month
Total expected charge with monthly payment by Debit Order	R	per month
Total expected first year charge with annual payment in advance	R	per annum

Section E: Web Site Set-Up

E1. Web Site Set-Up (please tick the white boxes as applicable)

(i) MEMAT 3.0 web site propagation		
Explanation:		
This is the fee charged by Africa Media Online in propagating a new MEMAT 3.0 web site providing the infrastructure of the digital asset management system and providing the framework into which the designer will populate the unique design of your web site. A R500 discount is available on this fee if you elect to pay by debit order and a R1,000 discount is available should you elect to pay your hosting and support fees annually in advance.		
Site set up fee		R2,500
Site set up fee with Debit Order		R2,000
Site set up fee with annual payment in advance		R1,500
(i) AMO design of MEMAT 3.0 site⁴.		
Explanation:		
You can elect to use your own web designer or you can elect to use one of a number of designers contracted to Africa Media Online		
Design Package 1: Top and bottom include design		R4,500
Design Package 2: Splash page plus top and bottom include design		R10,000
⁴ In the event that neither package has been elected, the Customer shall create its own design and supply to AMO.		

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(iii) Domain name registration and purchase				
AMO to register and purchase the domain name to be used for the site				R850
Domain name to be purchase (please specify)				
(iv) Image numbering				
<i>Please indicate which numbering system you want your web site to use.</i>				
Option 1: Your own jpeg names (must be short, neat and consistent)				
Option 2: APN numbers (as used on www.africamediaonline.com)				
(v) Training				
Explanation:				
Although MEMAT is highly intuitive and Africa Media Online provides help files on its MEMAT blog, training is essential to get the most out of your investment. In addition to our annual Digital Campus masterclasses run in conjunction with some of the world's leading digital experts, Africa Media Online offers two training workshops listed below. "MEMAT 101" is 2-hour hands-on workshop focused exclusively on getting to grips with the MEMAT environment and making the most of the functionality available in MEMAT. "MEMAT Digital Workflow" is a one day hands-on workshop aimed at educating participants in the clear digital workflow from capture device all the way through to online presentation.				
MEMAT 101 at R500/person ⁵ .	No. of participants:		Total	R
MEMAT Digital Workflow at R1,450/person ⁵ .	No. of participants:		Total	R
⁵ Please note that transport costs for trainers are not included in this fee. These are charged separately at cost and will depend on your location in proximity to the trainer.				

Section F: Deposit for Web Site Set-Up

F1. Deposit	
MEMAT 3.0 set-up charge:	R
Purchase and registration of domain name:	R
AMO design of MEMAT 3.0 site (50%):	R
⁶ Payment of the balance is due upon delivery of the completed site.	
Training	R
TOTAL DEPOSIT DUE:	
	R
⁷ The above Deposit Charge shall be paid as a non-refundable Deposit.	

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NOTE: PAGES 1-5 MUST BE INITIALLED BY ALL SIGNATORIES & WITNESSES.

Signed for and on behalf of the Customer:

SIGNED AT:

THIS DAY OF 20

BY (print name):

IN MY CAPACITY AS:

OF (organisation name):

SIGNATURE:

AS WITNESS:

WITNESS 1

WITNESS 2

Signed for and on behalf of AMO:

SIGNED AT:

THIS DAY OF 20

BY (print name): DAVID LARSEN

IN MY CAPACITY AS: DIRECTOR

OF (organisation name): AMO

SIGNATURE:

AS WITNESS:

WITNESS 1

WITNESS 2