

LEW Service Agreement and Bill

Instructions

1. Save this for your records: use the print button above to print a copy of this page or use the PDF button above to save a PDF copy to your computer.
2. Read this Service Agreement.
3. Click “I Agree” to accept this Service Agreement.
4. You will then enter your League's information on the next page.
5. You then can pay online or by check.

Service Agreement for League Easy Web (LEW)

By clicking “I Agree” you are accepting this agreement between the League of Women Voters of California (Provider) and your local or state League of Women Voters (Customer).

Description of League Easy Web (LEW)

LEW is a simple and quick way for your League to create your own Web site. After filling in a simple Web or paper form, you can easily generate a multi-page Web site including a home page and other pages (listed below). More information is available at <http://lwvnet.org>.

Services Provided

Provider offers Customer a password-protected **login** to the Customer Web site and Web site generation **templates**, to help the Customer create the site. Predefined templates include these pages:

- Home
- Calendar of Events
- Elections
- About the League
- Voter Education
- Action and Advocacy
- Visions, Beliefs, and Intentions
- History of the League
- Join the League
- Join the League Form
- Support the League
- Donate Form
- Contact Us

Undefined generic pages are available for creation of pages on additional subjects, with **no limit** to the total number of pages. We encourage you to **upload files to your site** and will work with you to ensure they are as small as possible. This helps your pages load quickly and maximizes server space. Because technology changes quickly, our policies and procedures for posting PDFs (such as your Voter newsletter or voter service guides), JPGs (logos, photos and flyers), video and other files are not part of our MOU but are detailed on our website.

Templates are designed specifically for use by local, state, and inter-League organizations (ILOs) of the Leagues of Women Voters. The templates and universal architecture may be revised at the discretion of the

Provider. Typically, this is in response to changes in **technical standards**, to implement **feature requests** from users, or involves changes to the header (logo, site name, and images across the top of the page) and the left navigation section (font, color, layout, etc.) in order to meet **LWVUS branding standards**.

The system will maintain a **site map** of the pages you have created as a menu for your users.

Customer will be given a **Web site address** or URL based on the naming convention of **yourll.yourstate.lwvnet.org** by the Provider. Customer may, at their discretion, purchase their own domain name and use it to access their LEW Web site.

LEW **email addresses** are available only via forwarding from LEW to private email addresses (i.e., president@yourll.yourstate.lwvnet.org can be set to forward to the personal email of your president – an email they get from their work or their home internet Provider, such as jdoe@comcast.net or janedoe@hotmail.com). We currently provide visitors to your Web site with a **web form they can fill in to send email** in order to prevent spam, but the methods may change as technology changes. Users may, at their discretion, provide additional contact information for their board and chairs within their LEW pages.

Customer data will be hosted on Provider's server (connected to the internet) and **backed up** on a second server.

Technical assistance is available via email at support@lwvnet.org. Help pages are available on lwvnet.org to assist the Customer. Mutual support is encouraged (all Leagues using LEW are listed on lwvnet.org).

Content

Customer agrees to accept responsibility for the content on their Web site. Content shall not contain any demonstrably false, slanderous, or libelous statements nor any obscene or profane language, statements, insinuations, or images.

Insurance

Insurance is not included with this agreement. Customer is responsible for considering and, if desired, obtaining their own communications insurance. If you are not familiar with communications insurance, we recommend you contact a broker or attorney for further information. Generally, LEW clients do not choose to carry this insurance.

Commencement of Services / Go Live Date

The Customer must inform support@lwvnet.org that the Customer Web site is ready to “go live” or be open to the public. Commencement of Services shall begin on the day the confirmation email is sent from the Provider to the Customer, confirming the site is live –known as the “Go Live Date.”

Price

Payment for services are in effect and invoiced the day your site is available to the public, i.e., “Go Live Date.” This payment is for the first 12 months of services.

Pricing since 2009: \$100 one-time set up fee, as of July 1, 2017, \$250 annual fee

Service and Price Structure Changes

Provider may change the services and/or fees with at least 90 prior days notice to the Customer, effective on Customer's annual renewal date, the anniversary of the "Go Live Date."

Billing

On the "Go Live Date," an invoice for the first 12 months of service is issued to the Customer's email, and full payment is due. Thereafter, an invoice is emailed each year on the "Go Live Date" anniversary, for the following 12 months of service. Services are billed in advance.

Payment

Customer agrees to pay Provider within 30 days from the date of invoice. All fees payable to Provider shall be paid online or by check. Payment details are shown after clicking "I Agree," below.

Late Fees and Collection Policy

If payment is not received within 30 days, the Provider will make every effort to contact the Customer via all emails listed with LEW and via telephone.

- If contact is made with a board member or staff of the Customer, and payment is still not received within 30 days of contact, a **late fee of \$20 per month, each month** after this contact, will be added to the invoice.
- If contact is not made, the state League or LWVUS will be asked for assistance.

The Provider will **terminate services if payment is not made within 120 days.**

If cash flow or administrative timelines necessitate delayed payment, the Customer is expected to notify the Provider in advance. Waiver of late fees and continuation of services is not guaranteed, and is subject to advance approval.

Term

This agreement shall commence as of the "Go Live Date" and shall terminate 12 months from that date. Thereafter, the agreement shall automatically renew for successive 12 month periods unless either party gives the other written notice of intent to terminate and not renew at least 60 days prior to the end of the initial term or any renewal term.

Termination

Either party may terminate this agreement with at least 60 prior days notice for cancellation of services.

Refunds Mid-Year

If the Customer notifies the Provider of termination mid-contract-year, fees will not be pro-rated or refunded.

If the Provider notifies the Customer of termination mid-contract-year, pro-rated fees will be refunded.

REMINDER!

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