

Academic Calendar add-in for Outlook™

Order Form (September 2010)

In order to give schools flexibility licences can be either one-off or annual.

- A one-off licence has no time limit and includes technical support for six months.
- An annual licence includes any updates and technical support for the year. This is cheaper in the short term but also means you will be kept up-to-date with developing versions and have continued technical support.

Order details.

Please provide the following licences for the Academic Calendar add-in

One-off licences (tick the appropriate box)

- Single user licence £45 + VAT
- 5 user licences £150+ VAT
- 10 user licences £250 + VAT
- 25 user licences £450+ VAT

Annual licences

You can order licences for any number of users and the price will depend on the number ordered. Please tick the price band and specify the number of users.

- Single user licence users at £10 per user
- At least 5 user licences users at £8 per user
- At least 10 user licences users at £6 per user
- At least 25 user licences users at £5 per user
- At least 50 user licences users at £4 per user
- At least 75 user licences users at £2.50
- At least 100 users users at £2 per user

Signed Date

Contact's name

Contact's role

Contact's Email address

Establishment

Contact phone number

Greenhill Software, Greenhill Lane, Lower Whitley
Nr Warrington, WA4 4JE

Tel: 01925 730310

Fax: 0871 661 8965

Email: sales@greenhillsoftware.co.uk



Before ordering

1. Download the Outlook Academic Calendar add-in from www.outlook-academic.com
2. Run Outlook. It should recognize the Academic Calendar and show its introductory screen.
3. Try it out. Contact us if you have any problems.

When you are ready to order

1. If you are ordering a single user licence click the button on the Academic Calendar toolbar to send us a licence request. This will contain a unique number from your computer.
2. Fax or email this form to us with either your payment or an official order form. For multi-user licences please supply a text file containing the email addresses for the staff to be licensed.

How licensing works

When you run Academic Calendar it reads a unique number from your computer's network card. Clicking the *Request Licence* button (with a key icon) prepares an email for you to send to us which contains that number, together with the version numbers of both Academic Calendar and Outlook.

Once we have received both your licence request email and payment or an official order we will email your licence to you. Academic Calendar will find the licence in your inbox and recognise it. You can tell this has happened because the *Request Licence* icon will disappear.

Multi-user licences

Once the order has been received all those staff whose email addresses were given will be sent an email telling them to download Academic Calendar and send the licence request. Then the sequence above is followed.

What if I change my computer?

If you change your computer your licence will no longer match the computer. If you simply click the Request Licence button we will recognise that the email comes from a paid-up email address and send a licence to match the new computer's unique number.