Pennsylvania State Association of Boroughs
WebSite Design Disclosure
081215

BASIC WEBSITE DESIGN AND HOSTING PROGRAM *$389 per year*
With PSAB's Website Design and Hosting program you get everything needed for a professional website:

7 hours of time that can be used for site design, support, or updates. 7 hours should be sufficient to create/transfer/redesign a 5-20 page website, depending on the amount of and type of content. Or, if you have a Webmaster, the time can be used for support, consulting, maintenance, etc. Time can also be used to maintain your website throughout the year requiring very little input by borough staff.

Hosting Includes:
4G Storage (more available at additional charge)
20G Bandwidth
Unlimited Email Addresses (restricted only by total Storage space)
1 FTP Account (if required)
1 Domain Name (includes DNS management and all fees associated with the domain)

NEW PARTICIPANT SETUP FEE *$50 (one-time fee for new clients)*

Entity (Municipality) Name _____

Primary Contact Name _____

Primary Contact Title _____

Primary Contact Email Address _____

Secondary Contact Name _____

Secondary Contact Title _____

Secondary Contact Email Address _____

Address _____

City and Zip Code _____

Phone _____

Fax _____

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Current Website URL _____

Comments/Suggestions _____

_____

_____   _____   _____
Signature of authorized elected/appointed official   Title   Date

Please Note: If payment and this disclosure form are not received within 90 days, your web services and site will be deactivated. If your site/services are discontinued, a $50.00 reactivation fee will be assessed upon activation. This renewal/agreement will be valid, binding and payable from year to year unless written notice is provided by either party within 90 days of renewal date. Any outstanding invoice exceeding 90 days can result in the termination of your website, Email and the loss of your domain name.

Contract time only applies to issues related to our equipment and web designs located on our servers. PSAB cannot provide any type of support or services for issues outside of our control or located on client computers, mobile devices, third party servers, etc.

PSAB reserves the right to terminate service at any time and for any reason. In the event we terminate service and your account is paid and in good standing, your domain name will be turned over to you and any monies not allocated to your contract period will be refunded. Neither PSAB or its contractors assumes any liability for the management or assignment of your passwords, emails, web content, backups or any internet related issues regardless of whether said issues were caused by you, PSAB, or a PSAB third party contractor.

If you are a current web design client and are using this form to update your information with PSAB, you will not be billed until your contract term is due.

Minimum Features Included In Your Website Package

4 Gigabyte Storage
On average, including pictures and documents on every page, this would be enough space for thousands of pages. Note: email boxes can consume storage space.

Unlimited Email Accounts
You can add, delete or change mailbox addresses through cPanel at any time. The number of email accounts are limited only by total Storage.

cPanel Point and Click Hosting Platform
Each account gets their own web area/operating system. Think of this as being similar to the operating system on your computer. You can use this to control and configure most aspects of your web server. But don't worry, we configure and maintain everything for you, so you never have to access this section unless you are comfortable doing so.

Webmail
Allows you or your staff to receive or send email from any internet connected computer, anywhere in the world. You may also use an email client like Outlook, Eudora, Thunderbird, etc.

WordPress
This is the world's leading content management system. If you can use a word processor, you will be able to make changes to your website. Again, we are here to help, and you have 7 hours of time each year, so you are free to send us updates anytime and we will be glad to make them for you.

WordPress Backup
We include an easy to use program that you can use to back up WordPress. Most programs only back up part of WordPress. We backup all of WordPress and the entire website can be restored quickly and easily, even on another server or to another domain name! *(Backups are the responsibility of the client. Neither PSAB or any third party vendors assume responsibility or liability for backups, their availability or fitness for use.)*

Automatic Courtesy Server Backups
This is something almost no other ISP offers. We do a courtesy backup, periodically, of your entire server. The backups are done automatically with no input from you and they include your website, emails, database, pictures, videos and anything else that is stored on your web server. Should you ever need your server restored, simply send us an email. *(Backups are the responsibility of the client. Neither PSAB or any third party vendors assume responsibility or liability for backups, their availability or fitness for use.)*

Site Statistics
Complete website statistics are available right from your WordPress dashboard. They show you how many people have visited your site each month, how many people visited each page, what countries visited, and much more.

7 Hours Design Time
You get 7 hours for design time each and every year. This is usually sufficient time to build a new site, transfer a site to WordPress, make updates throughout the year, provide support if you want to learn how to update your own site, and more. One thing that most clients do not realize is that with WordPress, it is very easy to completely redo a website. Because all of the text, documents, etc. remain on the site, the only thing that changes is the layout and design; so 7 hours is more than enough time to completely change the look, feel and design of a website every year, if desired. And there would probably still be time remaining!

State Of The Art Monitored Security
We monitor each and every website for uptime, unusually activity, unauthorized use, and more. A managed perimeter firewall prevents brute force and password hack attempts, while a second Web Application Firewall (WAP) monitors every request to your website for unauthorized activity. Both firewalls work from custom artificial intelligence scripting that is reviewed and updated constantly. We also deploy dual logon authorization as well as several security plugins installed on every WordPress website that we manage. All together, these practices offer some of the best security available today.

New Features As Available
WordPress is a plug-in based system. What that means is that there are new and improved features being released on a continual basis. We are in the process of developing a notification system to keep our clients up to date on the upgrades that might be of benefit. Most updates are free, except for install time, which, in most cases, is covered under the 7 hours of yearly time.