



Pennsylvania State Association of Boroughs Website Design Change of Contact Form

190429

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Entity (Municipality) Name _____

Primary Contact Name _____

Primary Contact Title _____

Primary Contact Email Address _____

Secondary Contact Name _____

Secondary Contact Title _____

Secondary Contact Email Address _____

Tertiary Contact Name _____

Tertiary Contact Title _____

Tertiary Contact Email Address _____

Address _____

City and Zip Code _____

Phone _____

Fax _____

Current Website URL _____

Comments/Suggestions _____



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Terms of Service:

Please note that our pricing is based on taking full advantage of technology. Accordingly, phone calls, including the extra time needed on our end for documentation, are charged against your service contract and may generate additional billings if contract time has been exhausted. At no time will PSAB accept instructions concerning your project via phone. Absolutely all instructions must be documented, in writing, through webdesign@boroughs.org. Support, discussions, questions, etc. submitted to webdesign@boroughs.org, if not excessive, are included at no charge and are normally not charged against your contract time. If you are providing artwork and/or pictures, each picture should be clearly labeled and detailed instructions concerning placement must be provided. Content for your website is to be submitted in electronic word processor form or can be extracted from an existing website. PSAB will not accept scanned or handwritten content unless the intent is to post that content, as is, in a pdf format. Time to organize content, create content, sort or adjust pictures, etc., is charged against your contract and may generate additional billings if allocated time is exhausted.

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.

Signature of authorized elected/appointed official

Title

Date

Printed name of authorized elected/appointed official

If you have already paid for your yearly service and you are using this form simply to change the contact on the account, you will not be billed again until the renewal is due.