

Single Reporting Entity - Ordering Information

Adjutant Workshop, Inc.

Payment

1. To pay by check, please make check payable to "Adjutant Workshop, Inc." and mail to the address shown on the order form.
2. To pay by credit card, please use the Adjutant Workshop web store.
3. Payment in full by check or credit card must be received before a program registration code is issued.
4. Be sure to order for an expiration date late enough to close your account and file termination reports.
5. Any over-payment on a check is handled as additional days added to the program license.

Return Policy (No Returns)

Once software has been ordered and the registration code issued, it cannot be returned for a refund or credit - no exceptions. If you have any question about the suitability of the program for your specific needs, please download and use the program in Trial Mode before ordering. Trial Mode allows you to test all features and functions of the program - the number of records permitted is restricted, and the Reports are created as samples only.

Sales Tax

Sales tax is only due on *tangible* items *shipped to a Florida address*. Since Campaign ToolBox is now available by download only, we do not collect any sales tax.

Optional Program Add-ons

Use lines 3 and 4 to order program options. Check to see what is available on your state version.

- Import/Export Option - This is NOT required for electronic filing. It is for those wishing to import records directly into the program from a spreadsheet or database meeting specific requirements (see file specs on web site). \$100 extra (Available on FL program only)
- IRS 8872 printed report (not electronic filing) \$40 extra (Available on FL program only)

Other Notes

1. All program licenses are valid only through the program expiration date (see box below). After that date, no more records may be entered. Previously entered data is not affected.
2. One Reporting Entity is included in the price of the license. To add another reporting entity, you must purchase an additional license.
3. License agreement is available on the web site and on request via phone or email.
4. Updates are available at no charge by Internet download. Some updates may be required.
5. Most orders are processed within 24 hours.
6. Invoices and codes are sent via email in Adobe Acrobat PDF format.
7. **Renewals for the same reporting entity will use the previous expire date as the starting date for the new order, so there is no penalty for sending in your renewal early and no advantage in renewing after the expire date. Orders placed 4 months or more after the expire date are considered a new order and the order date is used as the starting date.**

Expiration Date

- The program license is sold in 90-day increments with a minimum of 4-quarters (one year).
- The license term begins on the date of purchase (or renewal date) and ends on the same date the following year (or later if additional 90-day increments are purchased).