

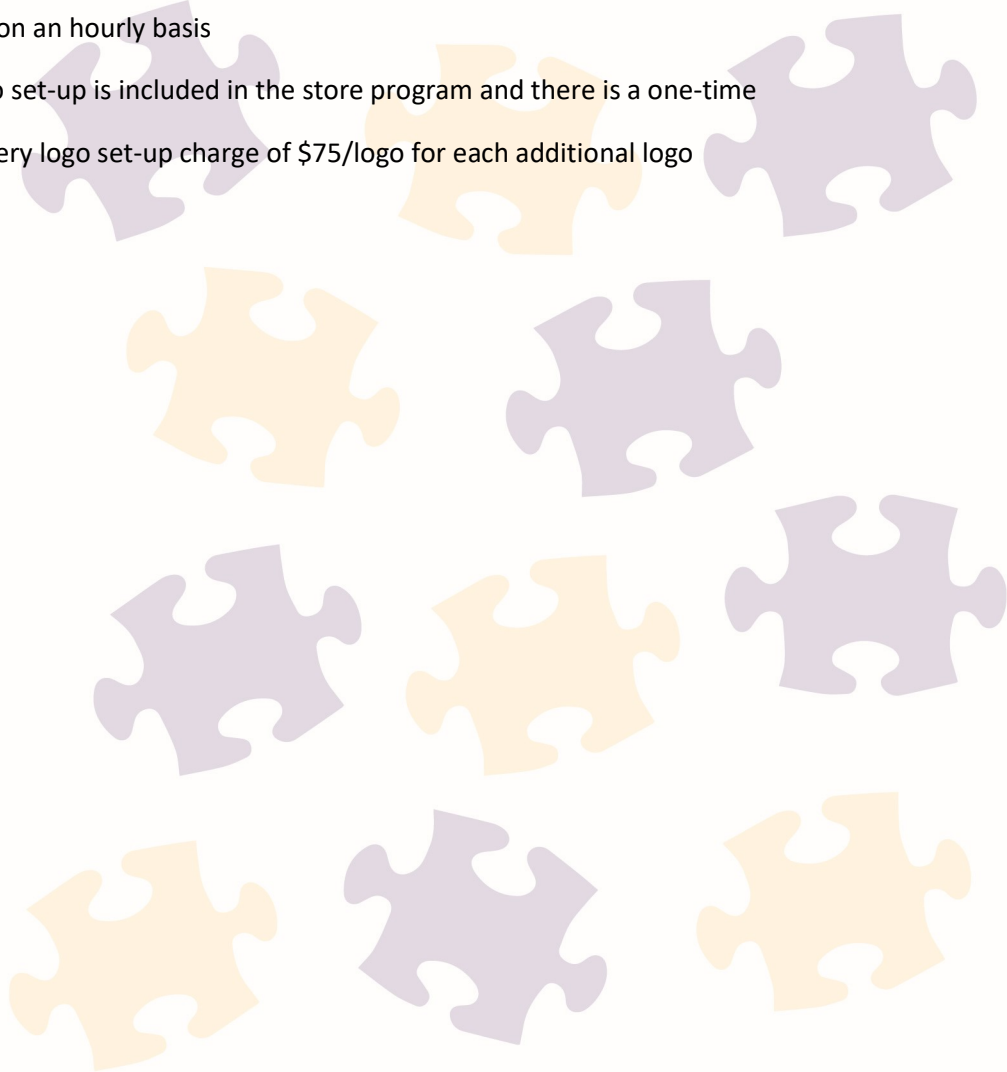
Scope of Work**Summary**

This project includes the development of an online company store for exclusive use by City of Blair, NE. The company store will be designed either for an on-demand solution or inventoried items purchased up front by City of Blair, NE. KSM Promotions will build and maintain a company store utilizing our proprietary software for a one-time implementation charge of \$995. A charge of \$97 will be billed monthly to maintain the website, provide catalog changes and modifications. There is a \$75/month warehouse total charge for an entry level amount of inventoried items.

Project Scope

- Build out an online catalog selected by the client and KSM Promotions
- URL address registered for the online store
- Company store platform developed based on client colors and specifications
- Logo management with multiple logo functionality
- Custom product category pages
- Custom reporting as needed and defined by the client
- Continual and seasonal product updates and refreshes as needed
- Credit card processing and PayPal payment options
- Secure Checkout (SSL)
- Order status tracking system
- Billing codes assigned to each employee
- Dedicated account representative for all customer service needs for company store products or custom requests outside the online catalog
- Manager order approval functionality
- Royalty markup functionality
- Shipping method options (UPS, FedEx, USPS)
- Promo and coupon codes functionality
- Guest Checkout & account registration functionality
- Role-based user permissions for specific products and logos

- Employee allowance functionality
- Optional warehouse, fulfillment, storage and drop shipping capabilities
- Corporate shipping account numbers can be incorporated into our platform
- Custom programming requirements outside of our standard store platform will be billed on an hourly basis
- One logo set-up is included in the store program and there is a one-time embroidery logo set-up charge of \$75/logo for each additional logo





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