



## RATE SHEET

### HOURLY RATES

**Basic Rate** ...\$120/hr  
**Discounted Rate** ...\$108/hr\*

Standard Networking  
Consulting, Design, Configuration,  
Documentation, Technical Support

Standard Website / Internet Development  
Consulting, Design, Development,  
Integration, Service Configuration

**Advanced Rate** ...\$140/hr  
**Discounted Rate** ...\$126/hr\*

Enhanced / Specialized / Certified Networking  
Consulting, Design, Configuration,  
Documentation, Technical Support

Custom Software / Programming  
System Analysis / Design / Development...  
Internet / WEB Application Development...  
Technical and User Documentation...  
Technical Support

### HARDWARE / SOFTWARE SALES

*Least cost / best value!!!*

We typically function as consultants in researching, specifying, and assisting in the procurement of hardware and/or off-the-shelf software solutions, for procurement directly by our client. When functioning in this capacity we will bill for our consulting time.

Only in instances where we hold administrative responsibility or can offer reseller value will we offer to sale a product or service to client.

**Standard Hardware / Software Consulting** ...\$120/hr  
**Discounted Rate** ...\$108/hr\*

**Specialized Hardware / Software Consulting** ...\$140/hr  
**Discounted Rate** ...\$126/hr\*

### OVERTIME / EMERGENCY SERVICES HOURS

Overtime will be charged after eight (8) hours per day, or before 8 AM and after 6:00 PM, Monday through Friday; and 8:00 AM-10:00 PM Saturday, Sunday excluding holidays. A four (4) hour minimum will be charged for Saturday and Sunday excluding holidays. Overtime will be charged at 1.5X the corresponding billing rate. Emergency Services hours are defined as weekdays 10:00 PM – 8:00 AM and Weekends 10:00 PM - 8:00 AM. Emergency Services will be charged at 2X the corresponding billing rate.

### TRAVEL

All clients will be billed for the consultant's downtime associated with traveling to and from our office and project site at the consultant respective rate. Any remaining travel expenses will be invoiced for reimbursement. Use of personal vehicle will be billed for reimbursement on a **58.50 cents per mile** basis.

### \* DISCOUNTED RATE

A **10% early payment discount** is offered for invoice **payments received within 10 days** of invoice date. This is limited to progress billing of hours, it does not apply to 3<sup>rd</sup> party costs, fixed cost projects, hardware and software costs, and service costs. Client will be billed for outstanding balance if discount is taken, and payment not received within 10 days.

### FIXED COST QUOTES

A fixed cost quote will be provided for those projects where the scope of the project can be identified with certainty. Fixed Cost project costs will not vary unless a change of scope is requested by client.

### EXPIRATION OF QUOTES

Unless otherwise stated, all quotes are valid for the duration of thirty (30) days at which time they expire. Unless otherwise stated, product, expense and third-party quotes / costs are subject to change up to the time of consumption, use, or procurement.

### LONG-TERM CONSULTING / CONTRACT STAFFING

These contracts will be priced according to the nature of the contract, duration and expertise required.

### BILLING PROCESS

Invoices are processed weekly for progress billing projects. Single instance technical support invoices are issued daily, after the services are delivered. The Invoices include time, expenses, and sales accrued during the invoice period. Fixed Quote projects are billed as 50% deposit with balance of payment upon completion.

### TERMS AND LATE FEES

Payment of invoices is due within (30) days from the invoice date. Invoices not paid within this terms are subject to a 1.5% monthly finance charge. Early invoice payments can take advantage of discounted rate terms outlined in the Discounted Rate section.

### INTELLECTUAL PROPERTY

The architecture, design, layouts, procedures and programming codes used in any application and/or system integration represent the Intellectual Property of Internet Innovations Group, and are non-transferable. It can be used, without limitation by the customer's company but cannot be duplicated, transferred and/or re-sold in any form without the written consent of Internet Innovations Group.

### THIRD-PARTY WARRANTIES

Internet Innovations Group makes no warranties, expressed or implied regarding third-party software and/or hardware and/or technology used in their applications and/or systems integrations. All third-party software, hardware and technology warranties are the direct responsibility of the respective vendor / manufacturer. The inclusion of products suggested for purchase by Internet Innovations Group does not constitute a warranty regarding product performance or use. Any information regarding performance or use is only offered as suggestions based on past experience or readily available reviews.

### GOVERNING LAW

This agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania in the United States of America. Any disputes or lawsuits hereunder shall be heard by trial level courts located in Lackawanna County, PA.