



IMC Business Architecture  
200-2001 Sheppard Ave. E  
Toronto, Ontario M2J 4Z8

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# Visit Orlando

Block of Hours  
BOH02212020AH

Date: February 21<sup>st</sup>, 2020

**Contact:**

Ashif Hemraj, Group Account Director  
416-903-9661  
[ahemraj@imcba.com](mailto:ahemraj@imcba.com)

## Scope of Services

- One-off requests for QA from a functional and cross-browser testing perspective
- WCAG testing and updates to content or functionality
- 3<sup>rd</sup> party API integrations or updates to API calls between third party products and the client's website
- Bug fixes caused by content / mis-use/ etc.
- General technical support services
- Training and / or documentation on the Agility CMS platform for out-of-the-box product features or customized solutions created by IMC
- Small development or functional changes to in-production systems (less than 6 hours of work)
- Content entry changes or additions via the client's CMS
- Project/Account Manager time to facilitate communications between client and IMC resources on BOH work items

## Costing Breakdown

- Standard hourly rate: \$200/hour
- Block of 10 hours or more: \$150/hour
- Standard Business Hours: 1 hour = 1 hour billed
- Weekdays After Hours: 1 hours = 2 hours billed
- Weekends and Holidays: 1 hours = 2 hours billed
- Reporting available on request
- All time is tracked using Harvest, online time tracking software

## Contacting Support

Please send all support requests to [support@imcba.com](mailto:support@imcba.com)

## Terms

All work performed will be estimated. Estimates will be approved by the Customer before the work begins. The amount billed will be based on the actual time spent, not the time estimated. If the time spent is significantly greater than the estimate, the Customer will be notified, and the difference will be explained.

Any work completed using a BOH contract is considered a time and materials project. ALL time put towards the project is billable. This includes planning, architecture, development, quality assurance testing, development bug fixes, code deployments, project management, support etc.

## Time Tracking and Reports

All work completed will be tracked in detail by the resource who performed the work. The client may request, from time to time, a report on completed hours.

## Fees and Taxes

The fees for the Block of Hours are set forth in the Agreement and are in USD. The invoice is due before any work can be applied. Applicable taxes may apply as well depending on your jurisdiction. Overdue amounts accrue interest at the RBC annual prime rate plus 4%, compounded monthly. If you do not pay fees when they are due, we will provide either verbal, email or written notice that we may suspend any Services and/or Subscriptions.

## Expiration of Hours

The hours that are purchased in this BOH do not expire until they have been consumed in their entirety by the client

## Renewal Process

IMC will alert the client when 80% of the hours have been consumed off the block of hours. At that time, the client will advise IMC as to whether they intend to purchase more hours, as well as the number of hours they would like to purchase.

## Invoice Schedule and Term

Schedule and Term		
<b>Block of 50 Hours</b>	<b>Cost: \$7500 USD</b>	<b>100% due on signing</b>


## Acceptance

By signing this agreement, the signatory confirms they have the ability to bind the organization and agrees to all of the terms and conditions stated herein. Please note, to the best of our ability we have outlined all of the items discussed and agreed upon, if a feature, function, design element or initiative is not explicitly stated in this document it is considered out of scope and therefore not priced.

## Approval to proceed:

<b>Client:</b> Visit Orlando
 <small>Danielle Hollander (Feb 21, 2020)</small>
As per: Danielle Hollander CMO
Date: Feb 21, 2020

If a Purchase Order is required for invoicing, please enter the Purchase Order number here:

<b>IMC Business Architecture Inc.</b>
 <small>Lana Sherman (Feb 21, 2020)</small>
As per: Lana Sherman CFO
Date: Feb 21, 2020