

In Every Office Areas of Service

- Installation (PC Systems and/or peripherals)
- System Tape Backup (on site and/or off site)
- System Archives to CDROM
- Burning of Hybrid (PC and Macintosh) CDROMs
- CDROM Project Management and Publication
- Maintenance (PC Systems and/or peripherals)
- Training (Private Tuition Single or Double)
- Product Consultation (Suppliers and Products)
- Product (PC Hardware and Software) Brokering
(SUPPLIED AT COST FOR MEMBERS)
- Production Brokering of CDROMs and other media
- Help Desk (Telephone Support and Advice)
- Creation of Hybrid (PC and Macintosh) CDROMs
- Client access to and use of Total Quality Multimedia Studio Facilities for a "Studio Fee"
- Customised Software Development

Membership Benefits

- Access to extensive professional IT experience, knowledge and expertise
- Significant savings on purchases of hardware and software - brokered for you at cost only
- Support 24 hours a day - when you really need it
- Free phone support for up to 10 minutes every day
- Additional one hour support to you for each new client you introduce
- Remote Backup of essential data at special rates, with first two months FREE
- Urgent Immediate Callouts to a Member at the special Member Urgent Callout Rate of \$80.00 per hour
- Non urgent callouts by arrangement logged as normal (\$60.00 per hour) against your current account

See [Total Quality Multimedia](#) for contract arrangements and rates regarding Software Development.

Prepaid Support and Membership

Clients are able to join IEO through payment of a \$360.00 fee for consultancy support. Membership remains current while there is a current account and a balance of unused support hours. The \$360.00 is for six hours of support and advice at \$60.00 per hour. When the current account is zero membership can be renewed by payment of a further \$360.00 for another six hours of pre-paid support.

- Each membership is entitled to 6 hours of support per account.
- Membership has to be paid in advance.
- Members are entitled to purchase PC Hardware and Software at cost.
- Payment for PC Hardware and Software must be in advance.
- PC Hardware and Software purchased on your behalf will be brokered on the day of order placement by [Common Sense Technology](#).
- All times expended providing advice to you, brokering the best deals, ordering and configuring your hardware and software will be logged against your account.
- Any Urgent Immediate Callouts to a Member will be at the special Member Urgent Callout Rate of \$80.00 per hour.
- Non urgent callouts by arrangement will be logged as normal against your current account.
- Phone support of up to 10 minutes on any one day is free.
- Other instances of phone support will be logged against your account.
- The "Studio Fee" for a Member is \$30.00 per hour.
- For periods of CDROM creation, where the process does not require an officer's immediate attendance, the "Studio Fee" for a Member will be \$30.00 per hour.

Join *In Every Office* NOW. Fill out and post the [Membership Order Form](#).

Casual Fee Structure (Non Members)

The non-member casual rate is \$140.00 per hour. The "Studio Fee" is \$70.00 per hour. Casual users of IEO will not be entitled to the discounts or any other benefits of Membership.

Creation Corporation Pty Limited ACN 064 312 438
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