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Basic Order Form

Please complete this form to order your planned giving pages. Please read each section carefully - it will help the process of designing your pages. Please note the Stipulation at the bottom of the form.

Options:

- Complete online and press the submit button at the bottom of the form.
- Or, fill out the form on your computer, print it and fax it to (925) 855-1170.
- Or, download a [printable version](#) using Acrobat Reader and fill it in offline.
- **PLEASE** print a copy for your records.

TO:	Future Focus	
DATE:	<input style="width: 150px;" type="text"/>	Discount Code <input style="width: 80px;" type="text"/> <small>(if applicable)</small>
ORGANIZATION:	So we can provide sample bequest language on your site, please provide your legal name and TIN below:	
Legal Name:	<input style="width: 300px;" type="text"/>	
TIN:	<input style="width: 150px;" type="text"/>	
CONTACT:	<input style="width: 300px;" type="text"/>	
ADDRESS:	<input style="width: 300px;" type="text"/>	
CITY, STATE & ZIP:	<input style="width: 300px;" type="text"/>	
PHONE:	<input style="width: 300px;" type="text"/>	
E-MAIL:	<input style="width: 300px;" type="text"/>	

Please setup our personalized Instant Web Page for Planned Giving. We agree to pay \$799 a year for the leasing of the content, the maintenance and the supervision of the pages set up by Future Focus, monthly News and Information and quarterly Donor E-mail. We understand the minimum subscription is for one year and that subsequent years are \$799 a year. There is an additional one-time set-up charge of \$500.

Planned Giving Calculator

If you would like a planned giving calculator on your site for use by visitors to your webpages, please select below.

<input type="checkbox"/>	Yes - Please add the Philanthrotec for the Web calculator. I understand this is an additional \$195 annually and Future Focus will bill and install it.
<input type="checkbox"/>	No - Please do not install a calculator at this time.
<input type="checkbox"/>	Yes- I will contract directly with a calculator provider and forward the instructions and html to Future Focus for insertion. Future Focus does not charge to set up another calculator.

Payment: If the billing address differs from above, please complete the following. The first annual payment is due on or near the completion of the setup when invoiced by Future Focus.

DEPT.	<input style="width: 300px;" type="text"/>	
ATTN:	<input style="width: 300px;" type="text"/>	
ADDRESS:	<input style="width: 300px;" type="text"/>	
PHONE:	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>

CITY, STATE & ZIP:	<input type="text"/>
FAX:	<input type="text"/>

Planned Giving Pages Format: There are two general formats for your planned giving section. The original format illustrates gift options using donor stories and is similar to the [University of Southern Indiana](#) pages. The compressed version is built around the Ways to Give page and the How can I page. [Macedonian Outreach](#) illustrates this version. Most organizations use Original Format. Please select one.

- Original Format
- Compressed Format

Planned Giving Contact Information: (the person(s) you want potential donors to contact). This information will be used for the planned giving contact page. If you would like more than two names, please list them on an additional page. **NOTE!** It is always nice for viewers to have a picture of the person they are talking to. Please send a picture of your contact person(s). If possible, please e-mail pictures to kellogg@futurefocus.net. If not available in a digital format (for e-mailing), please send pictures directly to Future Focus.

Primary Contact Person:

NAME:	<input type="text"/>
TITLE:	<input type="text"/>
ADDRESS:	<input type="text"/>
CITY/STATE/ZIP:	<input type="text"/>
PHONE:	<input type="text"/>
FAX:	<input type="text"/>
E-MAIL:	<input type="text"/>

Secondary Contact Person:

NAME:	<input type="text"/>
TITLE:	<input type="text"/>
ADDRESS:	<input type="text"/>
CITY/STATE/ZIP:	<input type="text"/>
PHONE:	<input type="text"/>
FAX:	<input type="text"/>
E-MAIL:	<input type="text"/>

URL Information: This is the page on your web site where you will want your viewers to return to from your planned giving pages. It is also probably the page where your webmaster will place the link to your planned giving pages.

URL:	<input type="text"/>
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Charitable Gift Annuities:

Do you offer charitable gift annuities: (please select one)	YES <input type="checkbox"/> DO NOT <input type="checkbox"/>
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Stipulation: Future Focus will provide planned giving content and make changes or edits as requested by the client (organization listed above). Should the client determine to place this content on their website, they

will copy the existing website content exactly, maintaining the same content as Future Focus maintains for their account and place the disclaimer exactly as maintained by Future Focus on each page. Any changes to the Future Focus content (if moved to the client website) need to be coordinated prior to the move with Future Focus.

The client stipulates that they will remove any content provided by Future Focus from their website or other marketing materials, print or electronic, should they decide not to continue the subscription. The materials are to be removed at the end of the subscription period.

Authorization: For Future Focus to personalize Instant Web Pages for Planned Giving for us and bill us as above.

Name:	<input type="text"/>
Title:	<input type="text"/>
Date:	<input type="text"/>
Comments:	<input type="text"/>



Please type the code shown in the image (it is case sensitive):

Submit

(sorry for the inconvenience - spam has made it a necessity)

This form protected by [WebSpamProtect](#). JavaScript must be enabled in your browser to view this image.

Thank you very much.

Please contact Dick Kellogg at Future Focus
if you have any questions.



SITE LINKS

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