

UT HEALTH SCIENCE CENTER SAN ANTONIO IMS – Multimedia Services

Website Hosting Services Agreement for FY2009/2010

Web Site Name:	
URL Address:	
Department/Division:	
Contact Person:	
Phone:	
E-mail:	
Project ID #:	
Authorized Signature:	
Authorized Person’s Email:	

Approver must email completed form to MWSSERVICEDESK@UTHSCSA.EDU to authorize request

Scope of Services:

- Multimedia Services (MS) coordinates efforts among the IMS technology resources for hosting services on institutional servers
- Web page design and development is not included, but may be contracted through MS by emailing webteam@uthscsa.edu or calling (210)567-2250
- Content updates may be requested by contacting webteam@uthscsa.edu or (210)567-2250. The Project ID listed above will be billed based on prevailing fees
- Server maintenance
- Daily backups of your website
- Performance monitoring
- Up to 500 megabytes of space on the server
- Please refer questions to webteam@uthscsa.edu or (210)567-2250
- Additional information on UTHSCSA web policies may be found at <http://webteam.uthscsa.edu/>

Fees:

- One-time \$50 set-up fee
- \$240.00/year (non-database sites)
- Charges for web development and content updates are billed at an hourly rate of \$25.50 (for web design) or \$45.00 (for programming)
- Additional space used above 500 MB will be billed at \$4 per megabyte per month

Payment:

- Multimedia Services will bill the Project ID indicated above on a yearly basis for hosting and for maintenance updates as requested
- It is the responsibility of the site owner (department) to notify MS regarding changes to the customer information above, including the Project ID # and authorized signature on the account
- Please contact MS for alternative billing plans at 7-2250

Terms:

- Official University business only
- Content format, accuracy, and timeliness are the responsibility of the site owner
- 30-days written notice to MS is required to terminate the website hosting agreement. Terminations before end of year will be refunded on a pro-rated basis upon written request only
- Multimedia Services and Information Management Services reserve the right to refuse any executable content

