

## **Electronic Clipping Service ORDER FORM/INVOICE**

**Yes, I want to subscribe. The PHA has \_\_\_\_\_ units (includes S8 V/C, MR, Public Housing, S8 NC, FmHA, (all programs combined)). Please enroll me in the following:**

- \_\_\_\_ Annual Subscription \$235.00 prepaid for PHA's with 250 units or less.
- \_\_\_\_ Annual Subscription \$425.00 prepaid for PHA's with 251-500 units.
- \_\_\_\_ Annual Subscription \$695.00 prepaid for PHA's with 501-2500 units
- \_\_\_\_ Annual Subscription \$825 .00 prepaid for PHA's with 2501 or more units or for all other organizations (auditors, software vendors, for profits and others).

**I understand that I must maintain an Internet E-mail Account.**

**Virginia Viles, (VV) will transmit the subscription data on a daily basis, (Monday-Friday, except federal legal holidays) to my e-mail address by 5:00 p.m. CST. In the event of general network failure, (Internet outages/electrical outages) vacation, or illness; VV will transmit the data as soon as humanly possible. Files that are too large to send via email, will be available on Dropbox.com for downloading; only registered users will be allowed to access the information in Dropbox, Dropbox also is an archived storage of previously sent data.**

**VV will include as its subscription content: Information from the Federal Register from HUD and other data deemed applicable to the public housing industry; PIH/HOUSING notices, PIC, TRACS, PHAS information to include: PASS, FASS, MASS, QASS; CAPITAL FUNDS; OPERATING FUNDS/ FINANCIAL, SEMAP, EIV, RHIP, News releases, video broadcast information; Congressional information will include the daily congressional digest, and public law lists, and antivirus update notices for Norton's antivirus and other information as it is available.**

**I agree to notify VV of any changes in my Internet E-mail address, 72 hours before the new address will take effect to allow VV to make the necessary changes in the mail systems. If you are missing an issue you will need to locate the missing files on Dropbox.**

**VV will transmit the data files in the following formats:**

**Adobe Acrobat .pdf files, .html files, .doc and/or ASCII text files. Most files will be in Adobe Acrobat format.**

**All of the above files will be compressed into a single zipped (compressed document) you may use WinZIP or other decompression software to access the files.**

**I am paying VV only for the collection and transmission of the data in the form of a newsletter.**

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Subscription Agreement

**Subscription automatically renews unless you cancel with 30 days written notice. All cancellations must be in writing via email or fax and an acknowledgment response will be sent back to confirm cancellation via email.**

\_\_\_\_\_  
Executive Director  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Phone #  
\_\_\_\_\_  
Fax #

Contact person responsible for e-mail: \_\_\_\_\_

Please start the subscription: \_\_\_\_\_ (date)

Please send the subscription to: \_\_\_\_\_ @ \_\_\_\_\_

There is no limitation to the number of employees you can add to receive the service, please email a list of all employees who are to receive the service in addition to the main account email listed above.

Send form and payment to:  
**VIRGINIA VILES**  
**P.O. BOX 181536**  
**ARLINGTON, TX. 76096**  
**214/912/6112**  
**972-408-2756 fax**

[GiniV@aol.com](mailto:GiniV@aol.com)  
<http://virginiaviles.com>

**THE SUBSCRIPTION WILL NOT START WITHOUT PAYMENT**  
**THIS IS YOUR INITIAL INVOICE**