

❖ Step One – Fax service selection

Please select (☑) below the OBT Fax Service (Inbound fax service and/or Outbound fax service) that you wish to sign up for and proceed to step two of this application form.

Inbound Fax

- All faxes are delivered to your email Inbox and can be archived, stored and reprinted as often as you like.
- You can easily forward a received fax to someone else, just as you would with email.
- All faxes are received as .pdf files – preserving all fonts, formatting, and graphics.
- Different people/divisions/teams within an organisation can have their own fax numbers and receive only “their” faxes.
- You can save your faxes with your client files and keep them all in one location.
- You can receive faxes wherever you can check your email (overseas in a hotel, at home, or at work, etc.)
- No separate phone line is required.
- This service provides Australia-wide telephone numbers (03, 07, 08, etc.)

How does it work? – It’s simple. OBT allocates you with your own separate fax number and when you receive a fax, it is automatically forwarded to your dedicated email address. It’s that easy!

Inbound Fax Fees

Please note that all prices are in **Australian Dollars** and are **exclusive of GST**.

	Unit Cost (\$)	Qty	Sub Total (\$)
Setup Fee (per company):		1	\$ 50.00
Service Plans: Please tick (☑) the service plan that you would like to sign up for, and fill in all relevant details (i.e. area code, quantity, subtotal) in the fields provided below. OBT suggest to start with the Lite Plan if you are unsure of your usage as you can always upgrade on a later date. <u>NOTE:</u> Discount is offered if paid annually.			
<input type="checkbox"/> Lite Max 30 minutes per month per company	Area Code	Quarterly \$45.00 / Annually \$150.00	
<input type="checkbox"/> BusyBee Max 80 minutes per month per company	Area Code	Quarterly \$60.00 / Annually \$200.00	
<input type="checkbox"/> Maxi Max 250 minutes per month per company	Area Code	Quarterly \$90.00 / Annually \$300.00	
Total			\$
Additional charges for exceeding plan allowance: Lite – Exceed 30 minutes plan incurs additional charge of \$0.18 per minute BusyBee – Exceed 80 minutes plan will incur additional charge of \$0.16 per minute Maxi – Exceed 250 minutes plan \$0.13 per minute			

Email address(es) faxes are to be automatically forwarded to:

- _____ (Required)
- _____ (Optional)
- _____ (Optional)
- _____ (Optional)

Please note:

- User account related changes (e.g. logins, user setup, etc.) will incur a \$10 fee per request.
- OBT’s standard terms and conditions apply.
- Fees are subject to change without notice.
- There is a maximum of four email addresses that faxes can be forwarded to.

☐ Outbound Fax

Outbound Fax allows you to send fax by simply attaching the file you want faxed to an email.

You send that email to our fax server with the fax number in the address and the rest will be done for you. No more printing of documents, then getting up to fax them only to find the line on the other end is busy or a paper jam got the better of you.

How does it work? – For example, if you want to fax a report and an Excel spread sheet, simply attach the files to an email and send the email to "faxnumber"@fax.obt.com.au". The rest is taken care of for you and you will get a message as soon as the fax has been delivered. It's that simple.

Outbound Fax Fees

Please note that all prices are in **Australian Dollars** and are **exclusive of GST**.

Description	Unit Cost (\$)	Qty	Sub Total (\$)
Setup Fee (per company): You will be provided with access details to your own online mission control in which you can manage who in your company will have access to the outbound fax system and where you can call up usage reports and other useful information.	\$50.00	1	\$50.00
Ongoing Fee			
Monthly Fee (per company)			\$25.00
Usage Fee (per minute)			18¢

Please note:

- OBT's standard terms and conditions apply.
- Fees are subject to change without notice.

❖ Step Two – Company Details

1) Name of Organisation: _____

ACN/ABN: _____

2) Primary Contact: _____

Phone _____ Fax _____ Mobile _____

Email _____

3) Billing Contact: _____

Billing Address: _____

❖ Step Three – Payment Method

Please fill in your credit card details and sign below:

Credit Card Details

Visa Card MasterCard Bank Card American Express Diners Club

Card Number _____

Expiry Date: ___/___/___ **Name on Card (please print):** _____

I hereby authorise Online Business Technologies Pty Limited to debit my credit card for the setup and monthly amounts for the above service including any Helpdesk charges if applicable plus an additional 3% surcharge fee to be calculated against the total amount due. Delays in making payment by the due date will attract a Late Payment Fee of \$50 ex GST, and could lead to the suspension of the above service(s).

If the monthly charge is less than \$100, then a quarterly 'in advance' payment will be applicable.
Notification period for cancellation: 90 days

Signature: _____ **Position Held:** _____

Print Name: _____ **Date:** ___/___/___

Once completed, please fax the entire application form (Pages 1-3) to 02 9286 3444 or mail it to us at this address:

Online Business Technologies
Level 4, Suite 402
179 Elizabeth Street
Sydney NSW 2000

But most importantly:

Welcome – We are excited to have you on board!

