



3.007 Sample Templates Policy

Policy Purpose and Scope

This policy establishes the requirements for creating and maintaining demo accounts used for template website samples. These website samples are displayed on the PhotoBiz.com corporate site.

Roles and Responsibilities

The Billing Manager is responsible for creating demo accounts as requested by the Design team or Quality Assurance according to the following requirements.

All PhotoBiz users and employees are responsible for complying with this policy.

HR department, in coordination with CFO/Controller, may investigate violations of this policy by any user.

Compliance Requirements

Website samples are created to showcase the style and function of the many templates that are available to our clients on PhotoBiz.com. The website samples are PhotoBiz accounts with a “demo” status and “Sample” membership type.

Requirements:

New sample demo account requests must be approved by Executive Staff then submitted to the Billing Manager for implementation. The Billing Manager must fulfill requests according to billing and accounting protocols for recording, verification and documentation.

A maximum of 10 websites are allowed for each sample demo account.

Requests for new products to be added to existing sample demo accounts with virtual credit require Executive Staff approval. After approval is given, the request is forwarded to the Billing Manager to complete.

Virtual credit added to the account must be used at the time of request for new products. A virtual credit balance cannot remain on the account.

Website sample access is restricted to the following:

- Executive Staff
- Design Department
- Quality Assurance
- Billing Manager