

EXHIBIT A

ORDER

This Order (“Order”) is dated _____, and is by and between Liberty University, Inc. (“Liberty”) and _____ (“Contractor”). This Order is subject to and incorporates by reference the provisions of the Master Purchasing Agreement (the “Agreement”) dated _____. Capitalized terms used but not defined herein have the meanings set forth in the Agreement.

A. Objective

Contractor shall provide [Project Name] services and/or products to Liberty in support of [...]

B. Scope of Work

[This section serves as a general outline of the services to be performed, with details fleshed out in the Services to be Performed section, below.]

C. Term

This Order will have an initial term of _____ years (the “Initial Term”). Liberty will have an option to renew this Order by providing Contractor with written notice of its intent to exercise its option at least ninety (90) days prior to the expiration of the this Order.

D. Services to be Performed, Products to be Provided

[A detailed listed of services to be performed including, but not limited to, services specific to the project, account management, implementation services, etc. The outline in the Scope of Work section will provide a general order to be followed in stating the various details to be described in this section.]

E. Staffing & Personnel

Description of the staffing and personnel of Contractor and Liberty, if necessary, who will be needed for this project.

F. Deliverables

Listing of what will be owned by Liberty after Services have been completed. This may include reporting, documentation produced as a result of work, software, etc. Frequency of delivery may need to be stated, as well (i.e. Monthly volume report).

G. Timeline

An anticipated timeline for services to begin and finish. This may include expected start date of implementation services, project milestones, etc. If performance by a date certain is essential, the following phrase should appear: "Time is of the essence in the formation and performance of this Statement of Work."

H. Service Levels/Performance Guarantees/Remedies

Provide a list of service level requirements and performance guarantees. This may include server availability, response times, on-time delivery accuracy, etc. Remedies must be detailed to explain the repercussions for not meeting the defined Service Levels/Performance Guarantees.

I. Equipment & Resources to be Provided by Contractor

List any equipment and/or resources to be provided by the Contractor.

J. Pricing/Fee Structure

Provide a general description of the expected pricing/fee structure.

IN WITNESS WHEREOF, the parties hereto have caused this Order to be duly executed the day and year first above written.

LIBERTY UNIVERSITY, INC.

By: _____

Name: _____

Title: _____

Date: _____

CONTRACTOR

By: _____

Name: _____

Title: _____

Date: _____