



By FAX 888-437-9367
By Mail Sunbaked Software Inc.
 9739 - 83 Avenue NW
 Edmonton, AB T6E 2B6
 855-509-1111

ChiroSUITE Contract

Completion of this form (2 pages total) is required to use or alter your use of ChiroSUITE. This form will always completely replace previous forms, so please fill out all the information appropriately. You can fax back the completed form using the toll-free fax number above or are welcome to scan & email the form to support@chirosuite.ca.

1. Clinic & Clinic Owner Information

Sunbaked Software Inc. can only recognize one clinic owner as our main point of contact. In the case of a partnership, please put your own agreements in place internally to deal with handling data appropriately if the need arises.

Clinic Name		Clinic Phone Number
Clinic Address (Street, City, Province, Postal Code)		
Clinic Owner Name	Clinic Owner Email Address (same as registration email)	Clinic Owner Personal Phone Number

2. Office Manager

We realize that quite often, the clinic owner is not the person running the clinic on a day-to-day basis and we want to acknowledge that person with special privileges and access to ChiroSUITE support. This person will be given full access to security features, can dictate changes to be made to security, and everything the clinic owner can do except data exports for practitioners.

Office Manager (or "Same")	Office Manager Email Address	Office Manager Phone Number
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3. Front Desk / Practitioner Access & Support

All aspects of ChiroSUITE access should be handled internally by your office manager - you do NOT need support to reset passwords, alter security, or make any other changes for you! We are available to help train & will assist with making changes when asked by your office manager & users with "Admin Level Privileges". **The responsibility of security falls on you!!**

***Admin Level Privileges means we will make any changes or verbal requests by that staff/practitioner. We HIGHLY recommend serious consideration is given as to whom receives this sort of clearance in your office.**

Include Front Desk staff, practitioners, spouses or anyone that you need to have Admin Level Privileges.

Please include full name & position/relevance.	Admin Level Privileges?



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ChiroSUITE Contract (continued)

4. Backup Options

It is your responsibility to backup your data and we strongly encourage you to check with your practitioner’s associations & your lawyers to ensure you are abiding by all governing rules concerning backup services based in the United States. To protect your patient’s information and to protect yourself, you should be using a Canadian based service that keeps your patient’s information in Canada at all times.

ChiroSUITE has two separate Canadian based backup processes – CS5Backup to make a full backup of your data each & every night (that is tested by ChiroSUITE daily) and Acronis Backup Agent to backup your patient files (images, stored documents, emails, soap notes, etc). Both backups are included in your monthly fees, so even if you are using another service to backup your files, we encourage you to setup & make use of these free services as well.

Yes/No	Backup NOTHING – We do not wish to participate in any backups, we will handle them completely internally & understand the ramifications of not backing up properly & not testing those backup/restore processes.
Yes/No	Free Nightly ChiroSUITE Data Backup – I wish to securely backup my data with Sunbaked Software each night. This backup will include a full copy of only my data each & every night (no patient files). The process can be automated or done manually at the end of your shift if you do not leave your computer on at night.
Yes/No	Free Nightly Patient Files Backup – I wish to securely backup my patient files each night. These patient files will include patient images, documents, email attachments, and soap notes information. You will need to leave your main/server computer on nightly. Without this in place, only ½ of your ChiroSUITE information is being backed up nightly! We consider this mandatory for clinics using the electronic SOAP Notes! <i>*An external USB drive is strongly recommended (1-2TB WD passport or similar) to backup locally to & a minimum 2.00Mbps internet upload speed is required!!!</i>
Yes/No	Additional Clinic Files Backups – I wish to backup additional files (documents, email, accounting files, etc). Fees are \$2/gb/month for backups (\$10/month minimum). This option requires that the computer being backed up needs to be left on overnight – which requires a UPS. Multiple computers & computers not running ChiroSUITE are eligible!

5. End User License Agreement (EULA) & Cancellation

If you move to new software in the future, we will provide you your data in any format your new software company requires at NO cost. We will provide this data for conversion at a time that is convenient to your transition process (evenings & weekends) and do all that we can to make it a smooth transition for your clinic!! You will be able to access your ChiroSUITE to do patient lookups, print receipts & run reports for as long as you need to at NO cost! **We need 30 days written notice to process a cancellation.**

As the owner, YOU are responsible for anyone in your clinic, inappropriately giving a vendor or other third party access to your ChiroSUITE or ChiroSUITE data file – this is a breach of the EULA and will result in legal action! We absolutely believe you own the data and will do everything we can to help you transition, but turning over or allowing access to any part of our ChiroSUITE is NOT acceptable!!

By signing below, I agree with all of the ChiroSUITE Contract. If you have any questions or concerns, please ask before signing.

 Clinic Owner Printed Name

 Clinic Owner Signature

 Date