

Website/App Re-branding Licence Self Help Booklets, Terms and Conditions



Northumberland,
Tyne and Wear
NHS Foundation Trust

Website/App

A licence is granted for a 12 month or 36 month period.

Please note the content of the guides will not be updated during the period of your licence.

Website	Mobile Apps for iPhone, iPad and Android
£1750 one off setup fee and either: (a) £862 for 12 months maintenance, includes the hosting fee (b) £2300 for 36 month maintenance, includes the hosting fee	£5200 (£1750 website setup fee plus £3450 mobile one off setup fee) and either: (c) £2587 for website and app 12 months maintenance (d) £6900 for website and app 36 months maintenance

You will be contacted before your licence is due to expire to ask if you wish to renew.

If you have any questions please email devteam@ntw.nhs.uk

1. Go to www.selfhelpguides.ntw.nhs.uk

- choose 'Own Branding' and customise the guides to your requirements.
- once customised choose to 'add to order' and choose quantity '1'.

Please note if you require an amendment after you have submitted a guide you will need to use the edit facility at www.selfhelpguides.ntw.nhs.uk once you have done this please email pic@ntw.nhs.uk so that your files can be uploaded to the website/app. *

2. **The following are not permitted:**

- (a) Changes to text – except for list of local organisations
- (b) Addition of advertising material
- (c) Addition of extra editorial material
- (d) Depression and Low Mood – a guide for partners is exempt from the re-branding bookcase, and is not available to re-brand.

3. The following facilities are available on the website/app. You can choose all or some of the options below

Option	Option Required (please tick)
(a) Leaflet – for printing individual copies. A5 re-branded booklets can be purchased from the online re-branding website www.selfhelpguides.ntw.nhs.uk	
(b) NTW video introductions	
(c) NTW audio files	
(d) review/feedback	
(e) send to a friend option	

4. You are not permitted

- (a) to print (professionally or in-house) the booklets in high volume for wide-scale distribution. The guides remain the copyright of Northumberland, Tyne and Wear NHS Foundation Trust. See section (4a) for printing A5 re-branded booklets in volume.
- (b) to print documents for a third party organisations.
- (c) to sell the guides.

6. Permission is granted on the basis that the website/app are to be distributed free of charge.

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Please select one option

Website Only	Cost	Order	Website and Mobile Apps	Cost	Order
a) 12 months web support	£2,612		b) 12 months web support	£7,787	
c) 36 months web support	£4,050		d) 36 months web support	£12,100	
All prices above are excluding VAT. If the agreement is with another NHS Health Organisation in England VAT will not be charged. If the agreement is between a Central Government Organisation or any organisation that is not part of the English NHS, VAT will be added to the total cost.					
Your licence agreement will start: a) 3 months from the date of the completed Service Level Agreement b) or your 'go live' date (whichever comes first)					
* If you would like to make amendments to your documents after you have placed your order at www.selfhelpguides.ntw.nhs.uk we will charge an administration fee of £37 per hour.					

Date _____ Your Purchase order number: _____

Other payment option: _____
(please detail eg cheque)

① Can NTW use your re-branded website for promotional/marketing purposes? Yes No

I agree to abide by Northumberland, Tyne and Wear NHS Foundation Trusts terms and conditions.

Name: _____ Signed: _____ Date: _____

Organisation: _____

Full Postal Address: _____

Post Code: _____

Tel No: _____

Email Address: _____

Return to: Development Team, Informatics Department, Stephenson Court, St Nicholas Hospital, Jubilee Road, Gosforth, Newcastle upon Tyne, NE3 3XT

Fax: 0191 223 2954 Email: devteam@ntw.nhs.uk

PIC/Informatics Use Only

Files rebranded – forwarded to Informatics		
Name:	Date:	
Invoice issued	Renewal reminder sent	Website/App disabled
Date:	Date:	Date: