



<insert today's date>

Newspaper Name: <INSERT ENTERPRISE NAME>
Domain Name: <INSERT DOMAIN NAME>
Contract Number: #<INSERT CONTRACT NUMBER>

Site Live Policy – Service Agreement

By signing this document, I acknowledge that we are launching our web site outside of the normal guidelines stated in the TownNews.com “Site Live Policy”, dictated here:

https://help.townnews.com/blox/cms/faq/site-live-policy/article_5d4ff668-61bd-11ec-94fb-f3d0975603d3.html

We understand that by choosing to launch our site live outside of these guidelines, TownNews.com cannot guarantee that staff will be available to assist immediately after the site is live.

We also understand that the after-hours Emergency Support number is not for the use of non-emergencies due to issues and problems which may arise after the site is live.

If you have questions, please consult with your Project Manager.
Please sign and date, and fax to 866-576-7850.

Name: _____ Date: _____

Sincerely,
<insert name>

Project Manager, TownNews
800.293.9576 <insert ext.>
<insert email address>