

## Leapfrog Internet Sales Checklist

If you have a prospect in need of Internet access and/or hosting services, please follow the simple process below to create their new Leapfrog Account.

1. Confirm availability of service through our 'Search Access Number Tool' on our website at [www.leapfroginternet.com](http://www.leapfroginternet.com).
2. Verify pricing to customer on website at [www.leapfroginternet.com](http://www.leapfroginternet.com). For prospects with 25 or more accounts, please contact our sales office at [sales@leapmail.net](mailto:sales@leapmail.net) for a quote.
3. Verify billing arrangements with prospect. We prefer credit card billing as it is the easiest to set up and administer, but we will accept a credit application or purchase order from business customers. Full billing policy and options can be found at [www.leapfroginternet.com/billing\\_policy.htm](http://www.leapfroginternet.com/billing_policy.htm).
4. Complete the Leapfrog Agent Order Form and fax (along with credit application or purchase order if applicable) to 313.557.1637.

Once we receive the fax, it will take us about 30-60 minutes to activate the account (during normal business hours). We will send an email confirmation to whichever email address(es) is listed on the order form. If the service is a 56K dialup or 64K/128K ISDN, the account will be active and ready to use when the confirmation email is received. If the service is a hosting product, it will take us 24 hours to activate the account on our server.

This ends your required involvement in the sale. We will handle all billing and technical support issues moving forward, although you are welcome to remain a point of contact if you would prefer to keep involved with the customer.

We will track this order in our billing system and will send you a check for the referral commissions within 30 days of payment by customer.

If you have any questions during the setup process, please contact our sales office at 877.807.0989 or our technical support department at 877.266.4831.