



A co-operative e-commerce website

Promoting Montana's Creativity

Thank you for your interest in joining the
OurMontanaMarket.com co-operative website.

Following you will find information on the organization and start-up
of OurMontanaMarket.com, as well as pricing, terms and
conditions for selling your products through the website.

Should you have any questions, please contact our office:

Westwind Web Solutions

(406) 538-2200

info@ourmontanamarket.com

A little bit about us . . .

SMDC and Westwind Web Solutions join in successful launch of cooperative website for Montana artists, craftsmen and producers

One of the missions of Snowy Mountain Development Corporation (SMDC) is to help local businesses succeed and grow, and one way that has been accomplished this year is to spearhead the creation of a cooperative marketing website called "OurMontanaMarket.com."

"We started working on this project early last spring," said Terry Huff a project coordinator at SMDC. "We knew that our region has many talented entrepreneurs whose creation of products and services are home-based, or, cottage industries." These industries produce unique and distinctive products, but marketing these wares and services in order to compete with much larger companies can be a huge hurdle, Huff added.

After surveying many of the region's cottage industries, SMDC staff discovered that there was interest in taking a cooperative marketing approach to help these businesses broaden their markets and become more profitable. SMDC worked with Westwind Web Solutions of Lewistown and brought interested artisans together to discuss implementation of a cooperative, point-of-sale website.

"The result of all of this is the launching of a website showcasing the talents of Montanans," Huff said. Located at www.ourmontanamarket.com, this site includes the biographies of the artists it represents and offers shoppers the opportunity to make online purchases of a varied selection of fiber arts, iron works, jewelry, crosses, photographs, books, mosaics and polymer clay. The site will continue to broaden its scope, and help statewide artists, craftsmen and producers in their marketing efforts.

Jackie Olsen of "Ewe Got It!" is one of the artists represented. She has been knitting for close to 50 years and spinning and felting for 18 years. Although she knows her trade well, she said marketing isn't her expertise. "There are a lot of people like me who don't have the resources or know how to go about putting our own web page together, so I was very excited about this cooperative website to market Montana products."

Olsen said she also appreciates the time invested by SMDC staff to spearhead the project. "This really helped us," she added. She also loves the name for the site, and said the name is an accurate reflection of what the site accomplishes, and that's providing a market of Montana products. For more information about the Our Montana Market website, contact Westwind Web Solutions at (406) 538-2200 or email info@ourmontanamarket.com.

Pricing, Terms and Conditions

***OurMontanaMarket.com is managed by
Westwind Web Solutions of Lewistown***

Because this is a cooperative effort, costs will be shared among producers, keeping it affordable for all. Teaming together under one website to sell products strengthens your ability to be 'found' on the search engines and gain higher rankings.

- *Participants may post as many products online as they want -*
- *All website and financial management is handled by Westwind Web Solutions (the Company) -*
- *Mailing of products is handled by each participant –*
- *Due to the unique nature of the products sold, the website has a no-returns policy -*

Should the producer decide to become a member, the following will apply:

FEES:

- _____ Annual fee of \$125 – covers maintenance and marketing of website
- _____ Product management/consultation fee of \$48/hour (appr 4-10 products/hour, depending on complexity and delivery of product info)
- _____ Product change fee of \$48/hour for changes to product information (15 minute minimum)
- _____ Credit Card Processing fee as charged by PayPal (approx 3%)
- _____ Monthly Management Fee of 5% of products sold (minimum \$10/month)

TERMS and CONDITIONS:

- _____ The Website maintains a no-return policy unless otherwise posted with product and/or arranged between Producer and Purchaser
- _____ Shipping fees are the responsibility of the Producer and are to be included in the price of the Product
- _____ Products sold are to be shipped within a 48 hour time frame unless otherwise posted on website
- _____ Special orders must be shipped within 6 weeks of order date as arranged between Producer and Purchaser
- _____ Copies of Shipping receipts must be submitted by 25th of the month for Producer payments to be processed

PAYMENT POLICY: Payment of \$125 will be due upon signing of contract and annually thereafter. Payment for input of Products will be due upon input completion. Products will be activated once payment is received. Monthly processing and bookkeeping fees will be computed and deducted from monthly proceeds before distribution of said proceeds. If no proceeds are available, the monthly minimum fee will be due.

PRODUCER's proceed checks will be available on the 1st day of each month. Copies of shipping receipts must be submitted by the 25th of the previous month for Producer's payment to be processed.

Products will run continuously until OurMontanaMarket.com is otherwise notified by PRODUCER. Monthly inventory checkups will be performed by OurMonanaMarket.com to verify ongoing Product inclusion.

E-commerce Website Agreement

This E-Commerce Agreement (the "Agreement") is entered into between OurMontanaMarket.com (the "COMPANY") and _____ (the "PRODUCER").

RECITALS: OurMontanaMarket.com (the "Website"), is an e-commerce website focused on marketing Montana made Products.

Producer: _____ Address: _____ City: _____ State: _____ Zip: _____	Business Name: _____ Phone: _____ Cell: _____ E-mail (required): _____
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PAYMENT POLICY: Payment of \$125 will be due upon signing of contract and annually thereafter. Payment for input of Products will be due upon input completion. Products will be activated once payment is received. Monthly processing and bookkeeping fees will be computed and deducted from monthly proceeds before distribution of said proceeds. If no proceeds are available, the monthly minimum fee will be due.

PRODUCER's proceed checks will be available on the 1st day of each month. Copies of shipping receipts must be submitted by the 25th of the previous month for Producer's payment to be processed.

Products will run continuously until the COMPANY is otherwise notified by PRODUCER. Monthly inventory checkups will be performed by the COMPANY to verify ongoing Product inclusion.

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PRODUCER agrees to the following Site inclusion fees and Product delivery terms (please initial):

- _____ Annual fee of \$125 - to cover website maintenance and marketing
- _____ Product management/consultation fee of \$48/hour (appr 4-10 products/hour, depending on complexity and delivery of product info)
- _____ Product change fee of \$48/hour for changes to product information with a 15 minute minimum.
- _____ Credit Card Processing fee as charged by PayPal (approx 3%)
- _____ Monthly Management Fee of 5% of products sold (minimum \$10/month)
- _____ The Website maintains a no-return policy unless otherwise posted with Product and/or arranged between PRODUCER and Purchaser
- _____ Shipping fees are the responsibility of the PRODUCER and are to be included in the price of the Product
- _____ Products sold are to be shipped within a 48 hour time frame unless otherwise posted on website
- _____ Special orders must be shipped within 6 weeks of order date as arranged between PRODUCER and Purchaser
- _____ Copies of Shipping receipt must be turned in to the COMPANY by 25th of the month for payments to be processed

Please make checks payable to Our Montana Market

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TERMS AND CONDITIONS

1. PRODUCER has the right to grant, and does so grant, permission to the COMPANY to use the trademarks, logos, and other commercial symbols or names that PRODUCER has requested, and PRODUCER agrees to indemnify and hold The COMPANY harmless from any damages, claims, costs and attorneys fees arising out of the use of such trademarks, logos, and other commercial symbols or names.
2. PRODUCER has the right to grant, and does so grant, permission to the COMPANY the right to promote, through the Website, PRODUCER's submitted Products during the terms of this agreement.
3. The company shall promote the Products in the manner determined appropriate by the COMPANY, which may include search engine optimization, links to strategic websites, as well as other traditional marketing methods.
4. Billing and payment will be performed by the COMPANY as outlined above.
5. COMPANY will provide design, development ongoing maintenance and marketing of said Website as well as financial bookkeeping responsibilities.
6. PRODUCER will be responsible for all mailings and costs incurred. It is the PRODUCER's responsibility to determine mailing costs for each product, and to include them in the Product price. Copies of shipping receipts must be provided to COMPANY for PRODUCER to receive payment.
7. No parties of this contract are bound by any verbal agreement.
8. This Agreement is subject to final acceptance at Lewistown, Montana and it shall be deemed a Montana contract, the validity meaning and enforcement whereof, and the consequences of a breach of which, shall be governed by the laws of Montana. Any action for the enforcement, interpretation, collection or implementation of this contract shall be in the District Court of the State of Montana in and for Fergus County.

I certify that I have read and agree to the payment policy and terms & conditions of this agreement.

Signed: _____ Date: _____

Product Information Submission Guide

Please fill out the following form for each of the products you wish to submit to OurMontanaMarket.com

1. It is important to remember: the more organized the information is given to us, the more timely we can enter your products.
2. All photos must be named by the product ID# (preferably in .jpg format)
3. Consider lighting and proximity to the product when taking pictures. Customers like to see the detail when purchasing on-line.
4. Remember shipping is to be included on all product prices. Consider what form of shipment you will use and add to the cost to cover the shipment method.
5. The COMPANY will need a confirmation on each shipment that is made; UPS, FedEx or Postal.

Total # of products included in this submission: _____

Participant Name: _____

Product Name _____

Product ID (if you have a specific ID system) _____

Product Price (includes shipping and handling) _____

Overview of product (mini description) _____

Description (Product specifics such as size, delivery time, etc.) _____

Attributes (Product choices such as Size, Color, etc.) _____

Inventory Management (what is the maximum amount of this product you can produce if ordered) _____

The following should be included with your product information

Photo (preferably in digital .jpg format)

Please return by mail to Westwind Web Solutions, PO Box 931, Lewistown, MT 59457

By Fax: (406) 535-5025

By email to info@OurMontanaMarket.com