**Application for Organisational Digital Talking Mats Licences January 2016**

**Individual logons**

Digital Talking Mats operates via individual logons. These individual logons can be used on different platforms e.g. tablet, iPad, web browser. The information stored will only be available to the individual who has the logon. This means personal data is kept securely and that it complies with data protection and client confidentiality. The data also links with the individual’s logon email account which makes capturing and sending Talking Mats reports highly efficient. The individual with the logon can use their Digital Talking Mat with as many client/patients as they want .

**Organisational use**

We recognise that organisations may want to purchase several logons for staff to access digital Talking Mats and we will consider applications to seek an ‘organisational Talking Mats digital licence’.

**Criteria for application**

In order to apply the following criteria must be met:

1. This licence will only be offered at a ‘bundle’ level of purchase i.e. the
   1. Consulting children and young people or
   2. Health and well-being or
   3. Complete Talking Mat resource bundle
2. The organisation must provide log on details that can be easily linked to their organisation e.g. school, council, charity, NHS.Generic emails for example hotmail or google mail are not valid for this purpose

1. The applying organisation must be a recognised established organisation with a bank account
2. The organisation must appoint a member of staff to be the named account manager between Talking Mats Limited and the applying organisation. They will take responsibility for the ongoing management of the licence. They will send Talking Mats Limited a yearly update to confirm users with logon details currently operating within the organisation
3. The organisation must inform us when a member of staff leaves as they will no longer have access to their Talking Mats account under this agreement. Should they wish to transfer that logon to another member of staff this can be done for a £25.00 administration fee.
4. Should an organisation wish more than 20 logons an additional bundle will need to be purchased and a further licence applied for attached to that bundle
5. Failure to comply with any of these conditions will mean the licence will stop and the organisation will not be able to access the digital Talking Mats

**Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Resource** | **Up to 5 logons** | **Up to 10 logons** | **Up to 20 logons** |
| Complete  (1 licence £295.00 + VAT) | £496.00 + VAT | £720.00 + VAT | £1040.00 + VAT |
| Health and Well-being  (1 licence £185.00 + VAT) | £340.00 + VAT | £486.00 + VAT | £652.00 + VAT |
| Consulting Children and Young People  (1 licence £185.00 + VAT) | £340.00 + VAT | £486.00 + VAT | ££652.00 + VAT |

|  |  |
| --- | --- |
| **Organisation** |  |
| **Date of Application** |  |



**Choose the Digital resource you require for your Organisation**

* **Please tick one box to confirm which resource and how many additional logons you are purchasing and complete the table of names and Logon Id’s (email addresses) overleaf**

Complete Digital x 5 £ 496 + VAT

Complete Digital x 10 £ 720 + VAT

Complete Digital x 20 £ 1040 + VAT

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**Talking Mats Complete**

A complete set of resources to support communication on a comprehensive range of topics for children & adults

(single logon £295.00 + VAT)

H&W Digital x 5 £ 340 + VAT

H&W Digital x 10 £ 486 + VAT

H&W Digital x 20 £ 652 + VAT

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**Health & Well-being**

A comprehensive bundle to reflect on all aspects of health & well-being

(single logon £185.00 + VAT)

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CCYP Digital x 5 £ 340 + VAT

CCYP Digital x 10 £ 486 + VAT

CCYP Digital x 20 £ 652 + VAT

**Consulting Children & Young People**

A comprehensive bundle to explore well-being across different ages

(single logon £185.00 + VAT)

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| --- | --- | --- |
| Account Manager |  | |
| Telephone |  | |
| Email |  | |
| Address: | | Invoice Address and email if different: |
| Order No (if applicable) |  | |
| Vat No (if applicable) |  | |

**To apply please return the application form to the address or email below**

Talking Mats Ltd. Stirling University Innovation Park, Stirling, FK9 4NF, Tel - 01786 479511, info@talkingmats.com

**www.talkingmats.com**

**Name & Logon ID**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Email Address** |
| **Initial Logon** |  |  |
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| **Review Date** | **Comments** |
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