



**Townforms** is an online solution that has taken a unique approach towards solving ALL form based transactions of municipalities. Townforms will convert any paper-based form to an interactive and true online form, which will be made available over the Internet for form submission and online review, approval, and tracking of all data. Forms can be of following categories:

- > [Online Requests](#)
- > [Online Tracking](#)
- > [Online Review](#)
- > [Online Approval](#)
- > [Online Notification](#)

**Forms for licenses and Permits**

Municipalities have paper based licenses and permits forms. These forms will be converted to online forms. They will be customized to the requirements of each town. When submitted all applications will be tracked, reviewed and approved online and responses will be sent to requester via email. Examples are:

- Dog License
- Application for Plumbing Permits
- Application for Building Permits
- Others

**Forms for Request for Town Services**

Forms available online at the town website will allow residents to request free town services. Forms can be:

- Pot Hole Repairs
- Street Light Problem
- Others

**Forms for Administrative Actions**

These are forms that are meant for usage within the town departments for various functions:

- Vacation request
- Network services request
- Others

**TOWNFORMS FEATURES**

**Tracking and Workflow-Accountability Built In**

With a powerful workflow engine and simple to use dashboard, users will review outstanding work, assign work to others, review and approve requests and notify requester automatically.

**Create custom reports**

Many standard reports are available to help users. Custom reports can also be created per requirements. Authorized municipal users have download access to (Excel Report) to all data at any time.

**Customized Forms and Form Builder**

Townforms consultants will work with each town to **create all customized and standard forms** as requested. A Form Builder component is also included which allows town user to create forms for any use.

**Hosted System and No Initial Investment**

Townforms utilizes a hosted system approach, which allows municipalities to connect to the system using a web browser. No initial investment required in terms of hardware or software.

**Town website Integration**

Townforms consultants will work with Town IT departments to install proper links in the town website. Our consultants will also set up all user accounts and create workflow for all forms.

**Reasonable Cost**

Townforms is keenly aware of town budget constraints and a reasonable pricing structure has been established. Monthly subscription rates are as follows:

**Base Cost** – There is a base cost of **\$180.00 per month** for Townforms. This includes **Request for Services and Administration forms** and including workflow engine and related functionalities. Any number of forms can be designed.

**Fee Based License/Permit forms** – Depending on the type of the license/permit, an additional monthly subscription between **\$25 and \$40 per month** shall be charged. Overall monthly cost is negotiable based on number and type of forms.

A **onetime set up fee of \$600.00** will be charged to work with the town IT department to integrate Townforms with the town web site and to set up all user accounts and workflow.

**FREE TRIAL** – A **30 day Free Trial** is available to all towns.

**Townforms Team**

Townforms solution has been developed and managed by **Stellar Corporation, Lexington, MA**. Stellar is a software consulting firm with in-depth application development and consulting experience with state agencies and municipalities. **Stellar will engage in a true consulting partnership with each municipality.**

**Call us at 1-866-933-8686 to learn more about Townforms !!**