Order Information

Step-by-Step Guide for Ordering MAXQDA

With the help of this document, you will have an overview of all the different configuration options for MAXQDA, so you can figure out which license is right for you.

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- ## Licenses

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Program variations

You can order the standard MAXQDA program or the more advanced version MAXQDAplus.

MAXQDA
includes the add-on module MAXMaps

MAXQDA is the standard version of the software.

You purchase MAXQDA with the add-on module MAXMaps included, which is a comprehensive program for graphic analysis and presentation of your research findings.

MAXQDAplus
includes the add-on modules MAXMaps and MAXDictio

MAXQDAplus is the more advanced version of the software.

You purchase MAXQDA with the add-on module MAXMaps included, which is a comprehensive program for graphic analysis and presentation of your research findings.

The add-on module **MAXDictio** is also included, which is a program for vocabulary analysis (creation of word frequency lists), the creation of dictionaries, and quantitative content analysis.

System requirements:

- Processor: 1 GHz or more
- Operating system: Windows XP, Windows Vista, Windows 7
- RAM: 512 MB minimum; 2 GB or more is recommended
- Screen resolution: 1024 x 768 or higher is recommended

Licenses

Types of licenses

Single-user license

This license is computer based. A single-user license may be installed on one single computer and one laptop being used alternatively to the desktop pc and owned by the license holder. Only one installation at a time may be used.

Portable license

This license type is USB flash drive-based. The license holder installs the software on his/her own flash drive. The user can then work with MAXQDA on any computer the flash drive is plugged into.

Please note:

- A portable license binds the software to a specific flash drive. It cannot be transferred to another drive or installed on a computer. VERBI is not responsible for loss, theft, or damage of the flash drive. In said cases, please contact us, so we can try to work out a solution.

- You may install a portable license on all USB drives with at least 130 MB free space.

- Proper functionality cannot be guaranteed if the flash drive is encrypted or password-protected.

- Portable licenses only work on Windows XP, Windows Vista, and Windows 7.

Network license

These are multi-user licenses, allowing the simultaneous use for the number of licenses you purchased. The installation has to be done in a server-client environment. The software may be installed on twice the number of licenses you purchased (concurrent / floating use).

Please note:

- A minimum of five network licenses must be purchased.
- Network based licenses need to be set up and managed with our license management tool MAXServer.
- This required the server PC to have Windows (Windows XP or newer).

(If you are interested in a campus or business license, please contact us at info@maxqda.com.)

Special licenses for PC labs at educational institutions

PC lab license

Our offer: Install MAXQDA on up to 30 computers in a PC lab.

Requirements: The institution must own at least one single, portable or network license of the same MAXQDA version.

Rules of use: The license will be installed only on PCs in the same lab and will be used solely for teaching purposes.

- Network based licenses need to be set up and managed with our license management tool MAXServer.
- This required the server PC to have Windows (Windows XP or newer).

Additional free offer: As a license holder of a PC Lab license (latest version), you can also get a free 100-day version for the participants of your seminars. This way your seminar participants are able to install MAXQDA on their private machines, work at home and complete homework exercises.

Special license for students

Student license
Students can get a fully-functional version of MAXQDA at a heavily-reduced price – without a time limit!

Rules of use:

- You can only install the software on a single computer. You need to decide if you want the program to be installed on a desktop or a laptop.

- The installation has to be done on a personal computer, not one at work or at a university.

- Only current students are eligible for this type of license, and they must be able to prove their student status with a student ID and one other form of picture ID. Doctoral candidates are also eligible.

- Both the billing and shipping address must belong to the student. It is not possible to order a student license through an institution.

- Student licenses cannot be given or sold to non-students.

- Student licenses cannot be upgraded.

Prices

Price structure

The price structure for MAXQDA is based on the type of work done by the purchaser.

Educational
Educational pricing is available for educational institutions like universities, colleges, any kind of schools and their employees.

Non-commercial (Government/NGO)
This pricing level applies to public institutions, charitable organizations, NGOs and their employees.

Standard
This is the standard pricing, which applies to all costumers except those meeting the criteria for governmental/NGO, educational or student pricing.

Bulk discount

Any orders of at least three licenses of the same type at the same time profit from a bulk discount. Purchases of three licenses receive a 10 percent discount, purchases of five or more licenses receive a 20 percent discount, and purchases of 10 or more licenses receive a 25 percent discount.

Purchase, lease, or upgrade?

Purchased licenses
The purchased licenses offer use of the software without time limit and include all online services. Registered users also have the opportunity to upgrade to new versions at a 50 percent discount (see upgrades).

Leasing / annual license (minimum: 5 licenses)
The leasing option is only available when purchasing at least five licenses. A leasing license is valid for one year per license (beginning on the date of purchase). The leasing subscription is automatically extended for another year unless the contract is cancelled at least two months in advance of the scheduled extension. Leasing licenses include free upgrades to new versions of the software. All services included in the purchased license are also provided for leasing license holders.

Upgrades
Registered license holders of purchased licenses get a fifty percent discount on new versions of MAXQDA as long as no more than six years (or two new versions of the software) have passed. Student license holders are not eligible for the discount.

Service overview

Free online support

Have questions about our products, installation, or use of MAXQDA?
All registered license holders can use our free online support service when they have questions or problems. The easiest way to get this help is to fill out the support form on the website. Our qualified support team will help you as fast as possible. In especially time-sensitive emergency situations, we are also available by phone.

Manuals

There are detailed user manuals in PDF format for MAXQDA as well as for MAXMaps and MAXDictio, which are included with the software.

Online tutorials

Free online written tutorials are available on our website with a 19-lesson curriculum covering all the most important functions of the software.

Video tutorials

Free video tutorials are also becoming available and will appear on the website as they are completed. They take MAXQDA beginners through the basic functions and offer more experienced users tips and tricks for more efficient use of the program's more advanced functions.

User forum

There is also a forum for MAXQDA users on the website, which allows users from around the world trade tips, share experiences, and ask questions.

Languages

One of the great aspects of MAXQDA is that its user interface is available in 10 different languages! With a single click of the mouse, a user can switch to: English, German, Spanish, French, Italian, Japanese, Chinese (traditional or simplified), Portuguese, or Russian.

Order information and process

Included in your order

- Software (as download or on CD)
- License information (per email)
- Installation and activation guide in PDF format
- User manual in PDF format

Installation CD

The delivery of MAXQDA licenses happens electronically (via download and email). You do, however, have the option of ordering an installation CD, although you do no necessarily need to have one. The advantages are simply that you can then install the software from the CD instead of downloading it. If you need to reinstall MAXQDA in the future, it is also handy to have an installation disk around.

Shipping fees

Software delivery does not include any shipping fees, since it is all done electronically. If you choose to purchase an installation CD, the shipping fees are included in its cost.

Payment options

The product is delivered as soon as payment is received. The following forms of payment are accepted:

- Credit card (Visa, MasterCard, American Express, JCB)
- Bank transfer
- PayPal
- Check

Delivery time

Software is delivered as soon as payment is received.

Requesting a quote in our Online Shop

After you have selected the products you would like to have a quote for in the online shop, go to your shopping cart, and you will have the option to click on a button to "Request a quote" at the bottom right of the page.

Ordering in the online shop

It is easy to order MAXQDA in the online shop. Once you've decided which product configuration you want, simply follow the step-for-step instructions to set the appropriate options. Your choices will be saved in the shopping cart of our E-sales partner Cleverbridge, which employs the highest level of security encryption to process your order. If your order qualifies for discounts, they will be shown automatically in the shopping cart.

Here's the link to the online shop: http://www.maxqda.com/shop

If you have any questions about the options described in this document or want to discuss them with someone from the MAXQDA team, please feel free to contact us at info@maxqda.com.

We're always glad to help!

Your MAXQDA team