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[ in • di • z̄in v. [in] fusing technology with [design] ]

## WEBSITE MAINTENANCE & UPDATES

As we get started maintaining your website, we'll need the following information:

1	<p><b>:: FTP Information ::</b> [file transfer protocol]</p> <table border="1"><tr><td><b>FTP Username:</b> _____</td></tr><tr><td><b>FTP Password:</b> _____</td></tr></table>	<b>FTP Username:</b> _____	<b>FTP Password:</b> _____													
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<b>FTP Password:</b> _____																
2	<p><b>:: Hosting Provider ::</b></p> <table border="1"><tr><td><b>Current Host Name</b> _____</td></tr><tr><td><b>Host Phone Number</b> _____</td></tr><tr><td>For us to better serve you, please forward any <b>e-mails from your host</b> when you set-up your account or give us a copy from your file.</td></tr><tr><td><input type="checkbox"/> <b>YES!</b> You may contact my current host on my behalf.</td></tr></table> <p><b>Are you happy with your current host?</b> If no, what specifically has caused frustration?</p> <p><b>We offer hosting at \$30/month</b> (includes unlimited email accounts), is that something that you would be interested in?</p> <p>A web host is what connects the internet to the domain name; every website on the internet has to have a web host (or hosting provider). It is where all the site files are stored and reside. Companies start hosting at \$8/mo. and go up, but you don't get support most of the time to help with features, get things set up, and offer assistance with ongoing needs.</p> <p>There are a lot of reasons why companies choose to offer hosting at different rates, mostly due to the support and offerings. We have chosen to buy and maintain a more expensive dedicated server, so we can only offer hosting at more premium rates (and stay in business ☺). Because we have a more robust server, we can guarantee a level of support that many cannot. We keep our rates very competitive with other local companies.</p> <p>The PRIMARY reason clients always choose us is the level of service and security we provide (by security I mean "feeling taken care of"). If we don't host it, we try to assist as much as possible but it is at our regular hourly rate because it's not in our control (and usually a ton of hoops to jump through). We have maybe 1 in 12 clients that do not choose us to host for them.</p> <p><input type="checkbox"/> <b>YES!</b> I would like to change my hosting to Indezyn.      <input type="checkbox"/> <b>NO,</b> I am happy with my current host.</p>	<b>Current Host Name</b> _____	<b>Host Phone Number</b> _____	For us to better serve you, please forward any <b>e-mails from your host</b> when you set-up your account or give us a copy from your file.	<input type="checkbox"/> <b>YES!</b> You may contact my current host on my behalf.											
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3	<p><b>:: How it Works ::</b> It's simple! E-mail the content changes and updates you would like to <a href="mailto:amber@indezyn.com">amber@indezyn.com</a>. Average lead time for revisions is 2-4 business days. We appreciate your business &amp; look forward to professionally maintaining your site. <b><i>"I understand that if I am not currently on REVYZER, I need to pay a \$200 deposit to get started."</i></b></p> <p>To Pay by Credit Card</p> <table border="1"><thead><tr><th>Credit Card Info</th><th>Choose Your Card Type: <input type="checkbox"/> VISA   <input type="checkbox"/> MasterCard</th><th>Personal Information <small>(where credit card is mailed)</small></th></tr></thead><tbody><tr><td>Full Name on Card: _____</td><td></td><td>Address _____</td></tr><tr><td>Card # _____ - _____ - _____ - _____</td><td></td><td>City _____</td></tr><tr><td>Exp. Date ____ / ____      Sec. Code _____</td><td></td><td>State _____      Zip Code _____</td></tr><tr><td>Authorized Signature: _____</td><td></td><td>Telephone (____) _____ - _____</td></tr></tbody></table>	Credit Card Info	Choose Your Card Type: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	Personal Information <small>(where credit card is mailed)</small>	Full Name on Card: _____		Address _____	Card # _____ - _____ - _____ - _____		City _____	Exp. Date ____ / ____      Sec. Code _____		State _____      Zip Code _____	Authorized Signature: _____		Telephone (____) _____ - _____
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## WEBSITE MAINTENANCE & UPDATES

Quarter # \_\_\_ of 2008

Client Name: \_\_\_\_\_

Website Address: \_\_\_\_\_

1	<table border="1"><thead><tr><th data-bbox="438 596 971 625">Task:</th><th data-bbox="971 596 1490 625">Page Name:</th></tr></thead><tbody><tr><td colspan="2"> </td></tr><tr><td colspan="2"> </td></tr><tr><td colspan="2"> </td></tr><tr><td colspan="2"> </td></tr><tr><td colspan="2"> </td></tr></tbody></table>	Task:	Page Name:										
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:: Final Step ::

It's simple! **Fax this form to (866) 530-0102**  
Or E-mail the content changes and updates you would like to [amber@indezyn.com](mailto:amber@indezyn.com).  
Average lead time for revisions is 2-4 business days.

Date:

Signature: