



Please complete this information and fax back to (251) 432-9319

- 1) Complete page 1
- 2) Complete page 2
- 3) Read and sign page 3
- 4) Complete credit card form if opting for credit card bill-

Basic Information:

Company Name: _____

Company Contact: _____

Company Telephone: (999-999-9999): _____

Domain Name (yourcompany.com) : _____

Services (check all that apply):

Domain registration \$35.00 / year

Web Hosting Plans

Static Web Site - \$26.50 / month
1) Hosting of web site
2) 5 email addresses at yourcompany.com

Database Web Site - \$79.00 / month
1) Hosting of web site
2) Hosting of database
3) 15 email addresses at yourcompany.com

<input type="checkbox"/> Additional Email Addresses \$1.50 / address / month	QTY: _____
<input type="checkbox"/> Virus filtering \$1.50 / email address / month	QTY: _____
<input type="checkbox"/> Spam filtering \$1.50 / email address / month	QTY: _____
<input type="checkbox"/> Virus and Spam filtering (best value) \$2.50 / email address / month	QTY: _____

Billing Information:

Company Billing Address: _____

Preferred Billing Method: Credit Card (must complete attached form)
 Emailed invoice to email address: _____
 Printed Invoice to Billing Address

Preferred Billing Frequency: Monthly Semi-annually Annually

Sales Rep: _____

Useful information:

Jackson, Key Incoming mail server: mail.jacksonkey.net or mail.yourcompany.com
Outgoing mail server: smtp.jacksonkey.net or smtp.yourcompany.com

Web mail and email administration: http://webmail.jacksonkey.net or http://
webmail.yourcompany.com

Setting up Outlook Express

- 1) Open Outlook Express and click Tools / Accounts
- 2) Click the Mail tab
- 3) Click Add / Mail
- 4) Page 1 - Display Name = John Doe
- 5) Page 2 - Email Address = jdoe@yourcompany.com
- 6) Page 3 - Leave POP3
Incoming mail = mail.jacksonkey.net
Outgoing mail = smtp.jacksonkey.net

Technical Support

JKA shall provide technical support via telephone or e-mail. For the first 30 days of establishing service with JKA, there is no charge for eMail or telephone technical support issues related to eMail administration. After the first 30 days of establishing service, technical support services will be billed as follows:

\$95.00 USD per hour for Normal* Hours
\$125.00 USD per hour for Overtime** Hours

* Normal Hours- Monday thru Friday from 8:00 AM CST to 5:00 PM CST

** Overtime Hours - Friday 5:01 PM CST thru Monday 7:59 AM CST, Monday thru Friday from 5:01 CST to 7:59 AM CST

No charges will apply to those issues determined by JKA to be caused by JKA.

Invoicing

Web hosting invoices are due "in advance". Invoices are sent out on or around the 15TH of each month and are due by the 1st of the month for the upcoming month's service. Invoices not paid in full may result in an interruption of service.

Hosting Invoice Due Dates:

Monthly - Due on the 1st of the month, in advance

Quarterly - Due on January 1st, April 1st, July 1st, October 1st, in advance

Semi-Annual - Due on January 1st and June 1st, in advance

Annual - Due on January 1st, in advance

Finance charges are applied to overdue invoices at a rate that may be up to the maximum rate allowable by Alabama law.