

## MAIL / HOSTING ORDER FORM & SETUP CHECKLIST

Date \_\_\_\_\_ Rec'd by \_\_\_\_\_

Customer Name: \_\_\_\_\_ e-mail address: \_\_\_\_\_  
 Company name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Billing Info: Open Acct? \_\_\_\_\_ Credit Card Visa \_\_\_\_\_ M/C \_\_\_\_\_ Card# \_\_\_\_\_  
 Expiration date on card \_\_\_/\_\_\_ Name on card \_\_\_\_\_ Zip on Card \_\_\_\_\_ ID# \_\_\_\_\_

Requested Domain Name: \_\_\_\_\_ Requested name/password \_\_\_\_\_ / \_\_\_\_\_  
 Already Registered? \_\_\_\_\_ Registrar \_\_\_\_\_ Login name/password \_\_\_\_\_ / \_\_\_\_\_  
 Upgrade Existing Account? \_\_\_\_\_ (Sitemouse login n/pw) \_\_\_\_\_ / \_\_\_\_\_

**REQUESTED PACKAGE(S):**

Domain Parking, or SiteMouse web	n/c	n/c
Domain Email (only) 1POP, no website	\$5/mo	+\$19 Setup
Starter (SiteMouse) website w/ 1POP account	\$12.95/mo	+\$19 Setup
Basic Hosting Package w/ 3POP, cPanel, etc.	\$19/mo	+\$39 Setup
Advanced Hosting w/10POP, 2 subs, etc.	\$29/mo	+\$39 Setup
Advanced PLUS Hosting w/20POP, 3 lists, etc.	\$39/mo	+\$39 Setup
Expert (Reseller) Hosting w/25POP, 3 parked	\$59/mo	+\$69 Setup
E-Commerce MIVA Hosting	\$69/mo	+\$119 Setup
RapidWeb Database Support? Y/N	\$10/mo	Setup n/c

	<b>In WHM, go to <i>Account Functions</i> and create the new account.</b> DON'T FORGET to print the output from WHS when the account has been created. Every add-on domain requires you to add a FTP and sub-domain to go with it.
	<b>Update the NEW Hosting Database:</b> <a href="http://www.blumenthals.com/login.html">www.blumenthals.com/login.html</a>
	<b>Log into customer's cPanel. Create Add-on domains, parked domains, sub-domains as needed.</b>
	<b>In customer's cPanel, update</b> ___ <b>Contact Information,</b> ___ <b>Email Accounts,</b> ___ <b>Catch All/Default address,</b> ___ <b>Forwarders.</b>
	<b>If customer is RapidWeb, create new mySQL db(s) in cPanel. Database name = rw</b> <i>Once the database is created, the database name will appear as username_rw</i>
	<b>Call/Fax/Email Customer and notify that their domain has been updated. Print &amp; send welcome letter.</b>
	<b>Add customer's valid contact email address to NEW mailing list:</b> <a href="http://admin.blumenthals.com/mailman/listinfo/hostingcustomers_blumenthals.com">http://admin.blumenthals.com/mailman/listinfo/hostingcustomers_blumenthals.com</a>