

Roofwebs Website Transfer:

(Use this sheet only to move an existing website to our servers.)

Please fill out the following information completely and **FAX IT TO 800-761-3560**

Name: _____

Company: _____

Website URL: _____

Phone: _____

Email Address: _____

Who do you currently have your hosting account with? _____

Where did you purchase your domain name? _____

Please note: Even though you are moving your website to our servers, always continue to pay for your domain name to the company you originally bought it from. It will not be transferred to Roofwebs.com.

Hosting Username and Password:

In order to move your website to our servers, we will need the login information for the hosting account listed above. Please be sure to write it EXACTLY as it should be entered. Capitalize any letters that need to be, and also print very clearly.

Hosting Username: _____

Hosting Password: _____

Domain Name Username and Password:

We need this information so that we can point your domain name to our servers.

Domain Username: _____

Domain Password: _____

Please list ALL email addresses associated with this account:

Email Address

Password:

_____	_____
_____	_____
_____	_____
_____	_____

If you need more email accounts, please list them on a separate sheet and fax with this document

Email Account Instructions:

You should be absolutely certain that your email accounts have been downloaded prior to faxing this information to us. If you are using a program to check your email accounts (such as Outlook, Outlook Express, or the like) your emails are probably already on your computer. If you are using a webmail access and your inbox still has emails, you will lose any left in the box during the transfer. You should be aware that you may not have access to those emails after the transfer, so it is important that you download those by setting up Outlook, Outlook Express or the like. For more information on this process, feel free to call us at 800-761-3560.

Transfer Times:

We normally transfer websites during the night so that the likelihood of data loss is minimized. This reduces the chances of an email coming through at the exact moment the transfer is made. Roofwebs.com does not have any control over DNS changes except to initiate the change. This change will be made by your current Domain Registrar and usually takes from 24-48 hours. Some registrars work almost instantly, but we have seen this process take up to three days.

Website Types:

Depending on the type of website you currently have, we will assess and determine the steps necessary to move your site to our servers. Prior to moving your site, we will either call or email to ensure that you are absolutely ready for the site to be moved and DNS changes to be made. If you have a dynamically updated website like Joomla, you will not want to add articles or extensions until after the change has been made and we give you clearance to do so.

We do not erase:

During the transfer, your original website will only be copied. This means that the files are duplicated onto our servers as opposed to moving them from one to the other. This gives you a backup of the original site in the original location in the rare case of defect during the data transfer. If the new site does not look the same, or some portion is missing, we can go back to your original

Keep your current hosting for 30 days:

It is always a good idea to continue to pay for your current hosting for 30 days past the transfer. This gives us the opportunity to store a working copy as a backup until we are certain that your website is working properly in its new location. DO NOT cancel your old hosting account until you have verified that we have moved the site and email completely, and they are functioning properly.



I, the undersigned, hereby allow NRG's Roofwebs.com to transfer my website to their hosting servers and attest that I hold the authority to make such a change regarding the domain listed above (on page 1) and all of the content contained within the site and email.

I further agree that my website is ready to be transferred and neither National Roof Group nor Roofwebs.com shall be held responsible for any lost data or email during the transfer.

Signed: _____ Title: _____

Date: _____