

# Digital Marketing Solutions, Inc.

Web Design Services, Internet & SEO Marketing, Web Application Development & CD/DVD Marketing.  
This proposal contains confidential information. Please do not share with our competitors.

Date Tuesday, October 26, 2010

From Phillip Nguyen  
Subject Server Upgrade  
Message Status Urgent

**PLEASE READ THIS EMAIL VERY CAREFULLY. IT CONTAINS IMPORTANT ACTION THAT YOU HAVE TO TAKE REGARDING TO YOUR WEBSITE.**

WHAT? We have upgraded our web hosting server and now we are taking steps to move your website and emails from the old server to the new server.

WHEN? Your website migration to a new server is scheduled to be completed by 11/6/10. We will send out another email to confirm its completion.

WHY? Because we want better bandwidth, security, backup and reliability for your website and emails despite enormous cost and effort from our part.

COST? No extra cost to you than what you have been paying or agreed to.

EMAIL BACKUP It's your responsibility to backup or download all of your old emails assuming that we also host your email account(s) because the new server will only contain your new emails from the moment we switched over.

EMAIL PASSWORD – Due to security and confidentiality, we do NOT have your email's password(s). All of your email password(s) will be set defaulted to 1234567. It's your responsibility to change it to whatever you want and keep it safe.

DISCLAIMER – Your website and emails may be disrupted up to 12 hours according to the ICANN authority during the server propagating period. However, most times it's only a few hours. To minimize service disruption, we will perform the migration during in the third shift hours (11 PM to 7 AM).

**SEND OR FAX THIS PAGE BACK US NO LATER THAN 11/3/10**

Email: [info@digitalmarketingsolutions.com](mailto:info@digitalmarketingsolutions.com)

Fax: 616-588-5999

## TECHNICAL CONTACT INFO

Full Name

Email

Phone

Migration Date (pick a date from now until 11/3/10) \_\_\_\_\_

I will send you my login ID and Password so that DMS can update the DNS /IP for me

Domain Registrar Company		Login ID		Password	
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I will let DMS know as to when I will do my own update of the DNS/IP

I hereby agree and authorized DMS to update my services without any additional cost.

Signature \_\_\_\_\_

Digital Marketing Solutions LLC  
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From: Phillip Nguyen  
Re: FAQs Regarding to Server Update

Q. What will happen to my website if I don't comply with your request?

A. Your website will be out of service because we are retiring the old server after the 11/15/10. We have to move on in order to better serve those who needed us.

Q. What do you need from me regarding to this server update?

A. We need you to acknowledge that you have received our email and authorizing us to do the update as well as THE DATE YOU WANT TO MOVE WITHIN THE DURATION WE STATED. So if your section is ended on 10/30/10, then you have to give us a date prior to that end date.

Q. Do I have to send you my registrar login ID and Password to my domain?

A. No. You don't have to if you prefer to do it yourself. However, we recommend that you allow us to do it since there is no additional cost for this service and we won't be responsible for any service disruption because of your mistake.

Q. When do you move the new server?

A. Please check your email to find out this date because we have three sections. Section 1 is from 10/24 to 10/30/10, Section 2 is from 11/1/10 to 11/6/10 and Section 3 is from 11/8/10 to 11/13/10.

Q. What time?

A. To minimize service disruption, we will migrate your site anytime from 1AM to 7AM. We don't know the exact time because we have hundreds of websites to move.

Q. When should I back up or download my email?

A. Before midnight on the date you authorized us to move.

Q. Why change?

A. We don't have to but we want to improve reliability, bandwidth and security despite the enormous cost and efforts that we have to go through.

Q. Why can't you back up the email for us?

A. Yes, we can. Just send us your email account and password. Due to security and confidentiality, we do not have access to your email's password.

Q. What is my new password?








A. Your new password is set to defaulted to 1234567 or 123456

Q. How do I change my defaulted password?

A. Follow this link [http://faq.1and1.com/e\\_mail/webmail/20.html](http://faq.1and1.com/e_mail/webmail/20.html)

Q. How do I change setup my Outlook or other email applications to work with my pop3 account?

A. Click here and you will find everything you needed  
[http://faq.1and1.com/e\\_mail/setting\\_up\\_email\\_clients/index.html](http://faq.1and1.com/e_mail/setting_up_email_clients/index.html)



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