



Domain, Website & Email Management Information

In order for Click IT to provide our managed services, please provide the following information as indicated below:

- 1. Domain Name:** If we are taking over responsibility for your domain or moving the hosting location of your website, please provide information regard your Domain Registration below, so we can update the settings:

Your Domain Name(s) (after the @): _____ Example: clickitco.com
 Registrar's Website: _____ Example: www.networksolutions.com
 Username: _____ Password: _____

Yes, I give you permission to initiate a domain-name transfer. I understand that the "Administrator" of the domain name will receive a request by email from the current registrar, asking for permission to move my domain name. I will instruct the administrator to accept this request when received.

Include "Domain Lock", which assures your domain is locked and will remain in your account and can be expired or transferred without your explicit permission.

No, I do not give you permission to initiate the transfer, but instead would like to continue managing our domain-name where it is currently located, but I give permission to make any changes necessary. I understand that in either case, maintaining the domain is my complete responsibility.

- 2. Website Hosting** - This is where the site is hosted, which is not necessarily the same as where the domain name(s) resides.

Same as the Registrar of my domain name(s), or:

Login Name: _____ Password: _____ Pin: _____
(if used)

- 3. Website Backend Login:** ie. /wp-admin, which is a common login page used by WordPress sites.

Administrative Login Name: _____ Password: _____

- 4. Email Accounts:** If we are also going to be responsible for this domain's emails, please provide the following:

Email Prefix (before the @)	Type Account (Pick one)	First Name	Last Name	Current Username	Current Password	Group (Pick One)
@	<input type="checkbox"/> Basic <input type="checkbox"/> Business <input type="checkbox"/> Enterprise					<input type="checkbox"/> Admin <input type="checkbox"/> User
@	<input type="checkbox"/> Basic <input type="checkbox"/> Business <input type="checkbox"/> Enterprise					<input type="checkbox"/> Admin <input type="checkbox"/> User

Please include additional email addresses on page 2, or on an attached sheet.

Distribution Email Prefixes (i.e. support@): _____

I authorize Click IT to conduct the work necessary to complete the tasks at hand. I understand there will be costs in doing so and agree to pay the Click IT invoice when the work is complete, at the rate agreed.

Your Name: _____ Phone: _____

Working Email: _____ Fax: _____

Authorized Signature: _____ Date: _____

Please include all your additional emails below, or on a separate piece of paper.

Email Prefix (before the @)	Type Account (Pick one)	First Name	Last Name	Current Username	Current Password	Group (Pick One)
@	<input type="checkbox"/> Basic <input type="checkbox"/> Business <input type="checkbox"/> Enterprise					<input type="checkbox"/> Admin <input type="checkbox"/> User
@	<input type="checkbox"/> Basic <input type="checkbox"/> Business <input type="checkbox"/> Enterprise					<input type="checkbox"/> Admin <input type="checkbox"/> User
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@	<input type="checkbox"/> Basic <input type="checkbox"/> Business <input type="checkbox"/> Enterprise					<input type="checkbox"/> Admin <input type="checkbox"/> User

Pricing for our Managed Services:

Under our management, your website and email data are backed-up daily. We watch over the essential technicalities of running your I.T, in the background, so you don't have to. If there are any issues or questions, we're just a phone call away and can typically jump on a problem immediately.

See the links below which provide details and current pricing for our managed hosting and email services:

1. **Website Hosting:** Pricing start at just \$17.98 per month. See <https://www.clickithosting.com/products/hosting?plid=516126> .
2. **Domain Registration & Transfer:** The cost to transfer a domain is \$119.95 for our time, which is a one-time charge, plus the cost for the annual fee which is around \$19.98. See <https://www.clickithosting.com/products/domain-registration?plid=516126>.
3. **SSL Certificate:** The annual cost starts at \$99.98. See <https://www.clickithosting.com/products/ssl>.
 - a. An alternative to purchasing an SSL Cert is to subscribe to one of our Website Support Plans plan, which includes the SSL: See <https://clickitwebsitedesign.com/website-support-plans/>
4. **Email:** The cost for an unmanaged email account on our Click IT Hosting platform starts at \$47.76 per year. See <https://www.clickithosting.com/products/email?plid=516126>. For our basic managed Email account, our price starts at just \$6.98 per month, per account. See <https://clickitcomputer.com/services/managed-email-hosting/> for complete information.

At Click IT, we encourage our customers with discounts and incentives, so they use us for all their I.T. needs. We have two billing systems. Please see our Payment Policy and Credit Card form for more information at <https://1drv.ms/b/s!AtpUhTAovQsvg6558NBN9UN111-eIA>, or simply give us at call.