



## **Checklist for converting a trial Portfolio Series site to the live version**

Once you have completed this checklist, please send it to [mycontent@amazinginternet.com](mailto:mycontent@amazinginternet.com). Any questions, please contact us.

You entered some of the details below when you registered for a free trial. However, these need to be verified as the final details you require for your live site and for billing, so please check these carefully.

### **Your Contact Details**

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Name:  
Address:

Postcode:

Current E-mail:  
Telephone:  
Mobile:

### **Domain Name (e.g. yourname.co.uk)**

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If you have not already registered a domain name, please allow us to do it for you. It will be faster and more cost-effective to do so. It can cause considerable delay in getting your website live if you register the domain yourself, especially if less than 60 days prior to the day you want your site to go live. If the registration is more than 60 days old there should be no problem although some registrars might levy a release charge (see below).

If you already own a domain name that you would like to use, what is it?

\_\_\_\_\_

**N.B.** Please send us the username and password details for your domain name so that we can set it up for you. Please also include the website address where we can use this login. Some registrars (such as UK2.net) make a charge for releasing a domain name. If you registered your domain name with one of those registrars, there may be a transfer fee (usually not more than £20 + VAT) which is not included in our normal charges.

If you would like us to register a domain name on your behalf, state your choices here:

1<sup>st</sup> choice:  
2<sup>nd</sup> choice:  
3<sup>rd</sup> choice:

## E-mail

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You will have already set up your email address and forwarding if requested in your trial site. We will use these settings unless you wish to change them, which you may request here. Please mark the appropriate option with an X.

Please use the information I have provided in the trial.

OR

I wish to set up a different e-mail address at my new domain name.

New e-mail address (at your own domain name) to be set up e.g. [info@yourdomainname.com](mailto:info@yourdomainname.com):

Existing personal e-mail address where your mail will be forwarded:

Mail received at this account will be forwarded to your personal e-mail address.

If you already have a domain name registered that you would like us to use, please provide full details of any e-mail addresses that are in use on that domain. If your mail is forwarded, please let us know the forwarding address used. We will need to replicate your existing setup before transferring the domain name, so it is essential that we have all of the necessary details.

## Template

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All templates can be viewed on the Amazing Internet website at this page:  
<http://www.amazinginternet.com/services/p500/styles.php>

You have chosen a template for your trial - If you are happy with this then you do not need to fill in the first two questions and proceed to question 3.

1. Which template style would you like?
2. Which colour scheme would you like?
3. What website title would you like (see note below)?

The "website title" is used for your splash page (e.g. "Peter Vorsberg Photography" or "Peter Vorsberg Portfolio") and also for the title showing at the top of each page of your site. We will use the exact capitalisation you use - please ensure that you write the title as you want it to appear.

## Website Content

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You will already have put some test content into your site on the trial version. We will use the content that you have entered when we put the site live on your own domain name, so please ensure that it is exactly how you want it to be.

## Payment

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The cost of the Portfolio package is £25 + VAT (£29.38) per month payable by Direct Debit, or £250 plus VAT (£293.75) per year paid in advance.

This basic package provides space for 200 images but extra image space can be added in blocks of 50 images at £2.50 plus VAT per month (or £25 + VAT annually in advance) should you require more.

(Please tick):

I would like to pay by monthly Direct Debit. The 1<sup>st</sup> month's payment must be paid for by cheque or credit/debit card because Direct Debits take a little time to set up. Please indicate below how you wish to pay the initial month's fee:

PayPal\*     Credit/debit card (see attached form)     Cheque

I would like to pay annually in advance by cheque (made payable to Amazing Internet Ltd) Or credit/debit card (please see attached form).

\* PayPal payments: If you are paying the standard annual rate of £293.75 or the standard monthly rate of £29.38 you can use the links on our website: <http://www.amazinginternet.com/services/p500/start.html> which will take you straight to the correct PayPal payment page. Otherwise, please contact us for instructions.

I will require space for  additional images. (Please add the amount to your payment. Contact [billing@amazinginternet.com](mailto:billing@amazinginternet.com) if you are unsure of the correct amount or if paying by Paypal so that we can send you a payment request by email).

We will start work on your site once we have all your material and your first payment (or completed Direct Debit mandate).

## Extras

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If you are a wedding or social photographer, you might be interested in our "Amazing Photostore" plugin. It enables you to upload entire shoots into password-protected galleries on your website. From there, your clients can order prints securely on-line. It's a great way to maximise income from this type of work.

Please send me details on the Amazing Photostore.

## How did you hear about us?

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It would be most helpful to us if you could let us know when, where and how you heard about Amazing Internet. It means that we can be more efficient with our promotion and spend more budget on developing new products!

When: (e.g. April 2004) \_\_\_\_\_

Where: (e.g. "Snappers Weekly") \_\_\_\_\_

How: (e.g. Classified advert or editorial) \_\_\_\_\_

**Please fax this form to: +44 (0)20 8607 9536**  
**or phone +44 (0)20 8607 9535 with your details**  
**Please do not e-mail your credit card details.**

### **Credit/Debit Card Payment Form**

*This form will be shredded once the card has been debited and no information given here will be stored in any form by Amazing Internet Ltd.*

Name: \_\_\_\_\_

Name on invoice if different: \_\_\_\_\_

I authorise Amazing Internet Ltd to debit the card shown below for the amount of:

£ \_\_\_\_\_

Please sign here: \_\_\_\_\_

We accept all major credit and debit cards. We do not currently accept American Express.

*The following information is mandatory:*

Card number:

Expiry date:

Security code (last 3 digits on reverse of card):

Name on card:

*The following details are needed in some cases only. If your card shows any of this data, please include it here:*

Start Date (valid from):

Issue number:

**Please fax this form to: +44 (0)20 8607 9536**  
**or phone +44 (0)20 8607 9535 with your details**  
**Please do not e-mail your credit card details.**