

# Hosted Exchange Order Form

Network Technology (Aust) Pty Ltd (ABN 71 096 864 836) t/as OntheNet  
 • Level One 165 Varsity Parade Varsity Lakes Qld 4227  
 • PO Box 102 Varsity Lakes Qld 4227  
 • Phone: 07 5553 9222 • Fax: 07 5593 3557  
 • Email: sales@onthenet.com.au • www.onthenet.com.au



## CUSTOMER INFORMATION - FOR EXISTING ONTHENET CUSTOMERS

### 1. Existing Customer Details - New customers go to section 3 below.

Note: If a credit card is held on file for the existing account provided below it will be used for any charges associated with this order.

Account Name				Account No.	
Authorised Representative			Phone		
Email					

**YES**, I currently have a DN04 (Domain Name Hosting with BusinessMail) or DN05 (Domain Name Hosting with Virus and Spam Filtering) with OntheNet and am migrating to Hosted Exchange. Please cancel my DN04 or DN05 service once my Hosted Exchange Service is provisioned and operating.

### 2. Technical Representative (if appl) - Will also be sent service provisioning updates including Administrator login details.

Name					
Business Name (if appl)					
Phone		Fax		Mobile	
Email					

**YES** - The above named Technical Representative is to be an Authorised Representative to act on behalf of the Customer until OntheNet is notified otherwise. Note: An Authorised Representative has the authority to change passwords and authorise billing changes etc.

## CUSTOMER INFORMATION - FOR NEW ONTHENET CUSTOMERS

### 3. New Customer Details

Company Name (if appl)						
ABN						
Postal Address						
Suburb				Post Code		

### 4. Authorised Representative - A contact number or email address MUST be supplied. Email address will be used as the primary method of contact. This contact will be sent service provisioning updates including Administrator login details.

Name					
Phone		Fax		Mobile	
Email					

### 5. Authorised Representative (Billing) - If different to above. Invoices will be sent to the email address supplied. May also be sent service provisioning updates including Administrator login details.

Name					
Phone		Fax		Mobile	
Email					

### 6. Technical Representative (if appl) - Will also be sent service provisioning updates including Administrator login details.

Name					
Business Name (if appl)					
Phone		Fax		Mobile	
Email					

**YES** - The above named Technical Representative is to be an Authorised Representative to act on behalf of the Customer until OntheNet is notified otherwise. Note: An Authorised Representative has the authority to change passwords and authorise billing changes etc.

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## DOMAIN NAMES

**7. Primary Domain Name for this Hosted Exchange service** - tick option to indicate registration/hosting requirements.

Primary Domain Name	<b>Option A</b> Domain to be Registered & Hosted by OntheNet (A Domain and Hosting Order Form is also required)	<b>Option B</b> Currently registered & to be Hosted by OntheNet \$55 Annual Fee (DN03)	<b>Option C</b> Domain Hosting to remain with another provider

**8. Secondary Domains** - you can accept mail from additional Domains without requiring mailboxes for each additional Domain. If this is required provide details of the secondary Domain Name/s below and tick option to indicate registration/hosting requirements.

Secondary Domain Name/s	<b>Option A</b> Domain to be Registered & Hosted by OntheNet (A Domain and Hosting Order Form is also required)	<b>Option B</b> Currently registered & to be Hosted by OntheNet \$55 Annual Fee (DN03)	<b>Option C</b> Domain Hosting to remain with another provider \$55 Annual Fee (HE-DOM)

## HOSTED EXCHANGE DETAILS

**9. Administrator Mailbox** - One mailbox for your Primary Domain must be nominated to have Administrator privileges.

- Note:
- Must be an email address (mailbox/user) for the Primary Domain Name supplied above (eg name@yourdomain.com.au)
  - The Administrator login will be provided to the Authorised Representative and Technical Representative (if appl) nominated on this order form.
  - Anyone that is given access to the Administrator mailbox or login details can make changes that affect billing (such as adding mailboxes or storage). It is the Customer's responsibility to monitor access to the Administrator mailbox and login details.

Administrator Email	@
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**10. Plan Options** - below is the Hosted Exchange plan for your Primary Domain Name. Please refer to notes below.

Plan Code	Description	Monthly Fee per Mailbox	Notes
HE-PR	Hosted Exchange	\$14.95	Includes 15GB Mailbox Storage AND a separate 15GB Archive Mailbox by default.

- Note:**
1. Billing is monthly in arrears, based on the number mailboxes/users existing on the 15th of the month.
  2. The default mailbox size will be provisioned by OntheNet and then the Administrator can change mailbox sizes if required.
  3. Additional 10GB mailbox storage = \$2.85/mth.
  4. Additional 10GB archive mailbox storage = \$4.75/mth.

## DOMAIN NAME RE-DELEGATION

**Only applicable for Domains with Option B selected in section 7 or 8 and NOT currently hosted by OntheNet.**

The Domain/s will need to be re-delegated to OntheNet servers. If more space is required provide re-delegation details email via email or attach separately. Note: The registrar maintains the registrant information and may not be the same company that currently manages or hosts the Domain. A current Zone File will also be required for each Domain which must be emailed to dna@onthenet.com.au

**11. Re-Delegation Details** - By providing this information you authorise OntheNet to re-delegate the Domain Name.

Domain Name	
Current Registrar	
Domain Management Portal URL	
Domain Management Portal Login	This may be in the form of a username and password, Domain Name and password or Registry Key.

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## DOMAIN NAME TRANSFER

**Only applicable for Domains with Option B selected in section 7 or 8 and NOT currently managed by OntheNet.**

If you would like OntheNet to manage the Domain Name registration on your behalf the Domain Name will need to be transferred to OntheNet's preferred registrar (if not already registered with them). If more space is required provide transfer details via email or attach information separately. Note: The registrar maintains the registrant information and may not be the same company that currently manages or hosts the Domain Name.

**12. Transfer Details** - By providing this information you authorise OntheNet to Transfer the Domain Name to OntheNet's preferred registrar. **This process may renew the Domain Name which would incur an additional cost.**

Domain Name	
Current Registrar	
Transfer Authorisation Code	The current registrar may refer to this as the Auth Info Code, Domain Password or Registry Key.

## NOTES OR SPECIAL INSTRUCTIONS

**13. Record any notes, special instructions or additional information for this order**

## PAYMENT DETAILS

**14. Monthly/Annual Fees**

Pay on Invoice       Pay by Credit Card - Debit the below credit card with monthly/annual fees as incurred.

**15. Credit Card Details** (if selected above)

Card Type	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA
Card Number	Expiry Date    /
Cardholder Name	
Cardholder Signature	<b>x</b>

## CUSTOMER AUTHORISATION

**16. Customer Declaration**

**Yes**, I have read, understand and agree to the OntheNet Terms and Conditions at [www.onthenet.com.au](http://www.onthenet.com.au) and accept them in full. I am 18 years or older and enter into this agreement as the Customer, or, on behalf of the Customer as their Authorised Representative.

**Yes**, I understand that anyone given access to the Administrator mailbox or login details can make changes that affect billing. I understand it is the Customer's responsibility to monitor access to the Administrator mailbox and login details.

Name	
Position	
Signature	<b>x</b> Date

**Print and sign the Customer Authorisation and Credit Card section (if appl) then scan and email or fax/post all pages to OntheNet.**

**Reminder!**  
 For new Domain/s to be registered by OntheNet you must also complete a Domain and Hosting Order Form.  
 A current Zone File is required for any existing Domain that is to be re-delegated and should be emailed to [dna@onthenet.com.au](mailto:dna@onthenet.com.au).