

## New Hosting Work Ticket

Domain Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Technical Contact \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Target Date for Transfer \_\_\_\_\_

Please provide emails and passwords you will require at your domain. Contact [sales@albx.com](mailto:sales@albx.com) if you have questions about the number of emails included in your hosting package or visit the hosting section of our website [www.albx.com](http://www.albx.com).

Email	Password

If you will require FTP access to your website, please complete the following information:

<b>FTP Username</b>	
<b>FTP Password</b>	
<b>FTP Host</b> (ftp.yourdomain.com)	
<b>Remote Directory</b> (yourdomain.com)	

- New Domain
- Content from existing site needs to be downloaded and transferred to our servers
- Database will be attached to domain  
 Type of database \_\_\_\_\_
- Client understands that the registered administrative contact will be receiving an email confirming the transfer of the domain. The administrative contact will reply to that email to confirm domain transfer.
- DNS has been transferred and setup (*internal use only*)

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_