

Email Defense (MX Logic) Discontinuation Request.

This request is being made for We Are IT to discontinue the email spam filtering service for the following domains.

Domain 1: _____

Domain 2: _____

Domain 3: _____

Customer Required Steps

To avoid interruption of email delivery for your company, you need to complete the following steps.

1. If your systems use an in-house email server (ie. Exchange Server), any IP address filters need to be removed.
2. If your systems use an in-house email server (ie. Exchange Server) and uses the outbound filtering service included with Email Defense, the mail server needs to be reconfigured so outbound email is no longer directed through the email defense systems.
3. The MX Record for the domains above must be modified to redirect mail to the new target location.
4. Send an email to Support@We-Are-IT.com notifying We Are IT that the above steps have been completed.

If you want We Are IT complete the Customer Required Steps above there is a \$125 fee to be paid in advance.

We Are IT Required Steps

Upon receipt of notification that the above Customer Required Steps have been completed, We Are IT will initiate the de-provisioning process by completing the following steps.

1. We will monitor the traffic in the spam filtering engine and will wait until traffic for your domain(s) have completely stopped
2. Once all traffic has stopped we will de-provision your domain(s)
3. Based on your past payments, you will then be issued a credit for any unused portion or an invoice for services not yet paid.

The effective date for email defense service being terminated will be determined by the date when all traffic for your domain(s) has completely stopped.

There is no charge for We Are IT to complete We Are IT Required steps.

Approval

As a representative of _____, I request that We Are IT discontinue the Email Defense Service (email spam filtering) for the domains shown above.

I request that We Are IT complete the Customer Required Steps for a fixed fee of \$125.

YES NO (Circle appropriate selection. If Yes, payment must be received in advance.)

Signature: _____ Date: _____

***** STOP HERE and mail or fax (816-941-4420) completed form to We Are IT *****

Date MX Logic account was disabled

Date: _____

By: _____

Date MX Logic account was Deleted

Date: _____

By: _____