**Temporary Database Request Form**

This form is to request access to a **temporary copy of your database**. In order, to receive a temporary copy of your database, stored in our hosting environment you must fill out all the fields below. Please note, you are agreeing to purchase a temporary copy of your database at a **non-negotiable charge** of $200.00 per month.

**\*Note\* if no fields appear in the drop-down menu, please enter in your information.**

**Product:**Choose an item.

**Name of Database** (If multiple): Choose an item.
**Date & Time of** **Backup** **to be restored to:** Choose an item.
**Duration of database use (months only):** Choose an item.

**Primary contact or Web Admin full name:** Choose an item. **Primary contact or Web Admin email:** Choose an item.

**Primary contact or Web Admin phone #:** Choose an item.

**Disclaimer:**
As a result of this purchase you will receive an invoice for the temporary use of the database. The temporary database will **only include the *Database View* (RE7)** in our Citrix environment and does not include access to a temporary *Web View.* Once the agreed upon time period has been met the temporary database will be removed from Citrix access and will be wiped clean. Should you need an extension from the agreed upon date please notify your Account Executive no less than 3 days prior to the end date. **Approving this form authorizes us to request the copy of your database that you specified in the form detail above.**

**Action Required to Proceed:**
As a primary user on file and for security purposes, please verify the above information is accurate.  By approving this request you agree that you have read and understand the full impact of purchasing a temporary database.

To approve this request, please return this form to the email address it was received from so that we may process the request.

**Primary Contact Electronic Signature:** Choose an item.