

To:  
 Dealership's Name  
 ( ) - fax

From:  
 POWER Software Consultants  
 ( 937 ) 485-4039 fax

**BIS – BUSINESS INFORMATION SERVER**

POWER Software Consultants:

This letter serves as my formal request to have the Business Information Server (BiS) retention changed. I would like this change made within the next 10 days.

I understand this change will impact the amount of BiS data stored in the SIN database and therefore will reduce the amount of unused space in the SIN database. I believe the SIN database on my current computer system can adequately accommodate this extra data retention.

I also understand and agree that increasing the SIN data retention periods can do any or all of the following:

- a) Use additional disk space necessitating a disk upgrade
- b) Necessitate a memory upgrade
- c) Necessitate a server upgrade
- d) Cause batch jobs to take longer to run
- e) Delay workstation response time

I understand and agree that the cost to upgrade disk drives, memory and/or server will be at our dealership's expense. I agree to hold The Reynolds & Reynolds Company and its affiliates harmless against any action resulting from this data retention change.

SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEALERSHIP NAME: \_\_\_\_\_

CLIENT BRANCH(ES) TO BE CHANGED \_\_\_\_\_

Enter the number of days, months or years in the first column. Enter the unit (day, month or year) in the second column.

	CURRENT:		CHANGE TO:	
	QTY	DAYS/MONTHS/YEARS	QTY	DAYS/MONTHS/YEARS
APPOINTMENT RECORDS (Example)	6	MONTHS	5	MONTHS
APPOINTMENT RECORDS				
TASK RECORDS				
EMAIL RECORDS – INBOUND				
EMAIL RECORDS – OUTBOUND				
LETTER RECORDS				
PHONE RECORDS				

Reynolds & Reynolds:  
 Supervisor Approval \_\_\_\_\_

Rev. 08/09