To:
Dealership's Name
( ) - fax

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

NAD - NAME AND ADDRESS RETENTION

POWER Software Consultants:

This letter serves as my formal request to have the Name and Address (NAD) retention changed. I would like this change made within the next 10 days.

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

I also understand and agree that increasing the NAD 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 TO BE CHANGED _____ _____ _____ _____

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

		CURRENT:		CHANGE TO:		
#	NAME	QTY	DAYS/MONTHS/ YEARS	QTY	DAYS/MONTHS/YEARS	DELETE NAD W/AR?

Reynolds & Reynolds:
Supervisor Approval _____

Rev. 02/08

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