SIN - SERVICE INVOICING RETENTION

POWER Software Consultants:

This letter serves as my formal request to have the Service Invoicing (SIN) retention changed. I would like this change made within the next 10 days.

I understand this change will increase the amount of SIN 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 further agree that any requests to The Reynolds & Reynolds Company to investigate system performance issues will be billable at The Reynolds & Reynolds Company's then current rate for such services. 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	
	Qty	DAYS/MONTHS/YEARS	Qty	DAYS/MONTHS/YEARS
CUSTOMER HISTORY RECORDS (Example)	60	DAYS	3	MONTHS
HOUSEHOLD RECORDS *				
DRIVER RECORDS				
VEHICLE RECORDS (CSH)				
WHOLESALE/DEALER TRADE (CSH)				
HOUSEHOLD NOTE RECORDS				
DEALER DEFINED OPERATIONS				
REPAIR ORDERS**				
461 MFG INQUIRY RECORDS				
WARR CLAIM MGT – OPEN				
WARR CLAIM MGT – CLOSED				
TECHNICIAN LOG RECORDS				
SORT VEH DROP LIST BY				

Reynolds & Reynolds:
Supervisor Initials: _____   Rev. 06/22

* 'HOUSEHOLD RECORDS' retention is controlled by 'DRIVER RECORDS' retention.

** 'REPAIR ORDERS' retention increases typically require escalated Reynolds approval and an amendment to your existing contract. As such, the process can take longer than 10 days.