

SHELBY SYSTEMS™

Technology on a Mission

7345 Goodlett Farms Parkway
 Cordova, TN 38016
 Phone: (800) 654 - 1605 ext. 6601
 Fax: (901) 259-1957
conversion@shelbyinc.com

INFORMATION REQUIRED FOR CONVERSION QUOTE (Please Print)

**Please fill out this form as completely as possible (submit via fax) and
 send us a copy of the conversion data (See Page 2)**

ORGANIZATION NAME: _____

ADDRESS: _____

CITY STATE ZIP: _____

Submitted by (Name, E-mail) _____

Existing Software Considered for Conversion: _____
Version: _____

Approximate number of names to be converted: _____

If converting to an existing Shelby V5 Database, please fill in the following:

What is the current version? : _____

What version of SQL? : _____

List modules currently being used: _____

NOTE: If Shelby V5 is already in use with existing modules, a backup of the Shelby V5 data will need to be submitted along with the conversion data (See page 2).

Who will be the main contact for conversion coordination?

Name	
Phone	
E-mail	

Using the space below, please indicate (as succinctly as possible) what information you are Requesting for conversion to Shelby V5 (Example: Accounts Payable Vendor Contact information, Member Record contact and family information, Member Status, How Received\Joined, Pledges and Contribution\Gift history for YYYY through YYYY, Small Group structure and attendance history, etc).

!! Sending Data for Conversion Quote !!

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Data can be delivered to Shelby Conversions in two ways.

First, compress the files to a (zip) format.

1. Upload to us through the following link:

<http://datatransfer.shelbyinc.com/ConvUploadForm.asp>

Please compress the files to a zip (.zip) format, and name them using your customer number + C1.zip (Example: 07777C1.zip), and incrementing the number if more than one file needs to be uploaded. If you do not have a customer number, please use your organizations zip code.

Or...

2. If you need to mail conversion data, please forward it on Compact Disk (CD) to the address listed above, and specify to the attention of V5 Conversions.

IMPORTANT: PLEASE DO NOT USE BACK-UP UTILITIES PROVIDED WITH SYSTEMS OTHER THAN SHELBY V5. WE WILL NOT BE ABLE TO RESTORE THE DATA. INSTEAD, PLEASE USE A ZIP COMPRESSION UTILITY TO COMPRESS THE NATIVE FILES TO ZIP FORMAT. IF YOU ARE PRESENTLY USING SHELBY V5, YOU CAN USE THE SHELBY SQL BACKUP\RESTORE UTILITY TO BACKUP\COMPRESS FOR DATA SUBMISSION.

Additionally, if you plan to submit multiple delimited exports of data (CSV, XLS, TXT, etc), please import the files to an MS Access Database and submit the MDB along with the delimited files (Compressed to ZIP). If expertise is limited in this regard, then submit the files you have.

Shelby Systems, Inc. will not disclose the data to any third-party. The data is intended for quote development/evaluation and processing.