



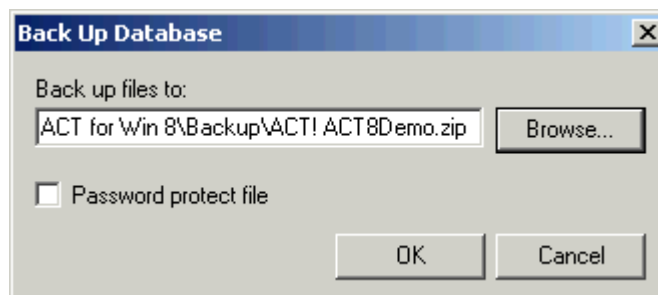
Sword of Melody Corporation
848 N. Rainbow Blvd #2120
Las Vegas, NV 89107
Toll Free: 877-Sword-Of (796-7363)
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GUIDELEINES FOR PROVIDING DATABASE OF ACT!7(2005) FOR CONVERSION TO ACT2000.

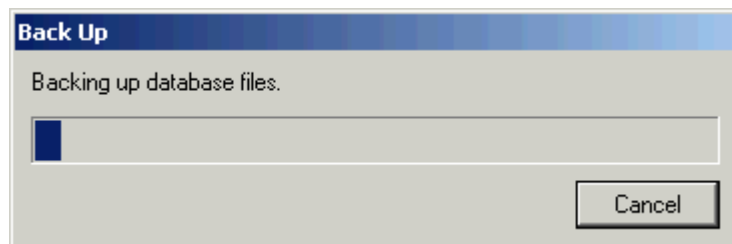
Step I: Backup your Database

Follow the steps below to create a backup of your database.

1. Open your database and click the **File** menu. Point to **Backup**, and then click **Database**. The **Back Up Database** dialog box appears:



2. Do not enable the **Password protect file** option.
3. Click **OK** to start the backup. A **Back Up** progress indicator appears as the database is backup is created:



Step II: Uploading the Zip file or emailing the Zip

The zip file can be uploaded to the server using a FTP program or can be emailed to us.

- FTP location is swordofmelody.com/act. Drag and drop your Zip file here.
- Or email the Zip file to info@swordofmelody.com

Also provide Username and Password of the database, if applicable.

Step III: Sending Order Sheet for the Service

You need to fill this order sheet and fax or email it to us.

- The fax no is: - 512 – 233 – 0924
- Or email it to info@swordofmelody.com.



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Database Conversion Order Sheet

Name (Client) _____ requests Actconversions.com to convert their

ACT! 5.0 (2000)- ACT! 6.0 (2005) – ACT! 7.0 (2006) into one of the following:

- ACT! 5.0 (2000) dBase/ACT! 5.0 (2000)
 ACT! 6.0

Name of the Database: - _____

Username (if applicable): - _____

Password (if applicable): - _____

No of Contacts in Database: - _____

Our Conversion Charges are \$475 for up to 10,000 records. Additional \$100 will be charged for each additional 5,000 records. For e.g.: 10,001 to 15,000 records = \$475 + \$100 = \$575.

TOTAL CHARGE: - _____

Payment Type:

Tick one of the following: -

- Visa MasterCard American Express Discover Card Purchase Order (PO)

Card Number: _____

Expiry Date: _____

Name on Card: _____

Billing Address: _____

City/State/Zip: _____

Client's data will be considered as Confidential. In case of any error in the converted data, actconversions.com, a division of Sword of Melody Corporation will make all reasonable efforts to correct the error.