



Sword of Melody Corporation  
 848 N Rainbow Blvd 2120  
 Las Vegas NV 89107  
 Toll Free: 877-Sword-Of  
 Email: info@SwordOfMelody.com

# ACT data conversion Order Form Data Sheet

**Customer Information:**

Customer **Company** Name: \_\_\_\_\_  
 Customer Contact: \_\_\_\_\_  
 Customer Phone Number: (\_\_\_\_) \_\_\_\_\_  
 Customer Fax Number: (\_\_\_\_) \_\_\_\_\_  
 Customer Email Address: \_\_\_\_\_

Customer Contact is the designated person who will be the sole contact by ActConversions.com a division of Sword of Melody Corporation.

**Database Information:**

Database Converting FROM (circle choice):

- ACT 2.0 (1994)    ACT 3.0 (1995)    ACT 4.0 (1996)    ACT 5.0 (2000)
- ACT 6.0 (2004)    ACT 7.0 (2005)    ACT 8.0 (2006)    ACT 9.0 (2007)
- ACT 10.0 (2009)

Please specify specific version i.e. ACT for real estate professionals:

\_\_\_\_\_

Other(specify software name and version): \_\_\_\_\_

Additional \$100 or more for other software, please inquire

Database Name: \_\_\_\_\_  
 Administrative Username: \_\_\_\_\_  
 Administrative Password (if applicable): \_\_\_\_\_  
 Approx Number of Contacts in Database: \_\_\_\_\_

If administrative username/password is not know or incorrect one given, an additional \$25 charge will apply for additional service to extract the username and password.

Database Converting TO (circle choice):

- ACT 5.0 (2000)    ACT 6.0 (2004)    ACT 7.0 (2005)    ACT 8.0 (2006)
- ACT 9.0 (2007)    ACT 10.0 (2009)    CSV/Excel File

Outlook (specify version): \_\_\_\_\_

Microsoft Business Contact Manager (specify version): \_\_\_\_\_

Other (specify company name and version): \_\_\_\_\_

How do you want to handle secondary contacts (circle your choice). See exhibit A for more details?

- Option A: Unlimited secondary contacts with contact name of Primary Contact-Secondary Contact
- Option B: Utilize the limit of 2 secondary contacts in earlier versions of ACT losing secondary contacts after the 2<sup>nd</sup> one.



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## Agreement and Terms Form

By signing below, the client acknowledges and agrees to the following:

1. Sword of Melody Corporation will consider the customer data as Confidential and will be erased from our systems within a week of completion of this agreement. Customer data will not be viewed or used except for data conversion purposes as requested by the Customer.
2. Sword of Melody Corporation charges for a service and as such, the fees are not refundable. In case of any errors, acknowledged by Sword of Melody Corporation to be errors, Sword of Melody Corporation will fix the errors as part of this agreement.
3. The customer agrees to notify Sword of Melody Corporation in writing via email at info@SwordOfMelody.com or fax at 512-233-0924 Attn: ACT conversion within 5 days of receipt of the converted database. After the conclusion of the 5<sup>th</sup> day of receipt of services, Sword of Melody will not honor any requests to fix any errors whether Sword of Melody acknowledges the issue to be an error or not.
4. By signing below, the customer acknowledges and understands that not all the data will be retained in converting to a new format and that the customer has read the information sheet in Exhibit A regarding the most common items that change or are not converted.
5. By signing below, the customer acknowledges that he has reviewed the samples provided by Sword of Melody Corporation to see which data fields transfer and how they look after the transfer.
6. By signing below, the customer acknowledges that have discussed with a Sword of Melody Corporation representative if needed, about the data fields which the customer feels are important and are satisfied with how Sword of Melody Corporation will convert those data fields.
7. The customer agrees to all charges and acknowledges that the agreed upon amount will be charged just prior to the conversion and will appear on the customer credit card statement from Sword of Melody Corporation.
8. Sword of Melody Corporation makes no guarantees to the delivery time of the converted database although two to three days is to be expected unless otherwise agreed upon in writing.
9. All special instructions by the client are to be given in writing via email to info@swordofmelody.com or on this order sheet by the primary customer contact and Sword of Melody will either agree to those instructions without charge or request additional funds for the special instructions which the customer must approve.
10. By providing this signed order form and providing your database, you are agreeing to all the terms of this service and agreeing to all charges charged by Sword of Melody Corporation.

I, the contact person of the Customer of Sword of Melody Corporation, have read the Agreement and Terms Form and agree with it in its entirety and agree to the conversion and charges.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Printed Name: \_\_\_\_\_





## Exhibit A

### Most Common Issues in Data Conversion

Converting a database from a later version of ACT software to a previous version or another software is not a simple matching of data fields. There are data fields and data types which are handled very differently in the different database softwares. With this document we attempt to highlight a few of the most common conversion issues so you are aware of them prior to deciding to convert your database. This list may not be complete so we insist you also look at the samples on our website and consult with representatives from Sword of Melody Corporation prior to sending in this order form.

1. Secondary Contacts:
  - a. ACT 7.0 (2005) and later versions allows for unlimited secondary contacts associated with a primary contact. In ACT versions prior to this, there are only two sections for secondary contacts and the fields are limited. We can handle this in two ways:
    - i. Option A: Convert all secondary contacts to regular contacts with the contact name being Primary Contact-Secondary Contact
    - ii. Option B: Just take the first two secondary contacts and put them in the two secondary contact fields. Any primary records with more than two secondary contacts will result in a loss of the secondary contacts after the second one
2. Recurring activities:
  - a. ACT 7.0 (2005) and later versions handling recurring activities much differently than previous versions so the fields do not match up in an easy way.
    - i. We handle this by converting recurring activities to single instance activities

I, the contact person of the Customer of Sword of Melody Corporation, have read Exhibit A and understand that not all data fields will be converted and not all data fields match up directly with the new database I am converting to and I agree to the conversion and charges.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Printed Name: \_\_\_\_\_

**FAX COMPLETED FORM TO: (512) 233-0924 ATTN: ACT CONVERSION**  
**Or Scan and Email form to [info@SwordOfMelody.com](mailto:info@SwordOfMelody.com) Subject: ACT Conversion**