



New Business Setup Information Worksheet

Hello, and welcome to Hosted Business Server. We thank you for your business, and are anxious to get you fully onboard. To assist in setting up your company, please fill out this worksheet as completely as you can. As always, if you have any questions, please contact us at 1-800-805-3769, or setup@HostedBusinessServer.com

Company Name: _____

Company Address: _____

Company Phone: _____

Primary Contact Name: _____

Primary Contact Email: _____

Primary Contact Phone: _____

Company Domain Name: _____

Does this name already exist? YES/NO

If Yes-- Current DNS Host if Known: _____

Login/Password to Access: _____

Current E-mail Host if known: _____

Number of Users: _____

Please also fill out the Add users worksheet for everyone you will be adding to this service. (There you can also specify additional forwarding email addresses.)

When finished, attach and email to setup@HostedBusinessServer.com, or fax to 1-888-845-4397.