

Subject: Managed IT Service Programs

DOSS Business Systems is offering a new monthly service program. The 3 areas of concern are viruses, backups and server health. This service is a preventative measure for our clients and supplements the IT (Information Technology) department.

As the use of the Internet increases, viruses are becoming more common and destructive. **Antivirus software must be updated every month** to be sure it is effective. Backup tests with restore and server health analysis should be checked monthly to help prevent loss of data and downtime for your company.

The billing for this service will be at your DOSS service level hourly rate. The virus upgrade would take approximately 10 minutes per machine. The backup system check and server health check approximately 15-30 minutes each.

Please respond by checking the appropriate boxes and faxing back to (937) 548-3099. Your program(s) will be implemented upon receipt of this document. You will be contacted each month for scheduling and updates.

- Yes, DOSS monthly service for Virus Upgrade
- No, We will handle our own in house updates

- Yes, DOSS monthly service to check backup system
- No, We will handle our own in house backup tests

- Yes, DOSS monthly service for Server Checkup
- No, We will handle our own in house server check

Company: _____

Signature: _____

Date: _____