



**Northern Computer**  
your trusted partner

# OffSite Backup

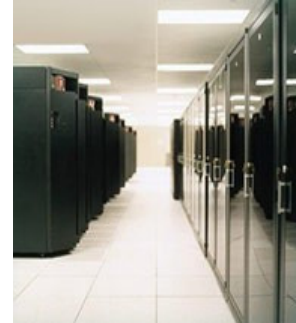
Introducing Peace of Mind

## NCI Server Backup

If the Server is only machine being backed up, then all we require is remote access and which data is to be backed up. We will check on data size and storage space. You will then be quoted a price based on the size of your data backup. With your approval we will then install software, start initial backup, and once completed schedule the backup to run daily, or any other time that you might prefer.

We also need enough local storage space on your server or other local storage device so that we can backup locally at the same time. This gives you much faster transfer time from your backup files in the event a file recovery is required and your storage medium is still working fine.

Depending on space requirements you may require an additional hard drive or different machine to store your local backup on.



If we are backing up MS Exchange and/or SQL databases there is an additional charge each month of \$10.00. If you would like MS Exchange restore capabilities to recover down to an individual email without having to restore the whole MS Exchange database, the additional charge will be \$50.00/month for multiples of 20 mailboxes.

### Information required before starting Offsite backup:

Remote access available? \_\_\_\_\_ Server Admin Password available? \_\_\_\_\_

Data Folders to be backed up \_\_\_\_\_

MS Exchange Database and/or SQL Database Backup required? \_\_\_\_\_

Individual Email recovery Option required? \_\_\_\_\_ How many multiples of 20? \_\_\_\_\_

### For Internal use

Individual Mailboxes to have recovery option: \_\_\_\_\_

Start Date: \_\_\_\_\_ Data Size: \_\_\_\_\_ Local Backup Location: \_\_\_\_\_

Account Name: \_\_\_\_\_ Backup Administrator: \_\_\_\_\_

Access and Email Notification for Backup Administrator (Y/N) Email: \_\_\_\_\_

Backup Set Logon Name: \_\_\_\_\_ Password: \_\_\_\_\_

## Workstation Backup

We can back up individual workstations or notebooks. There are only two choices for how we can back these up.

**Option 1:** Each workstation or notebook uses its own backup account.

We would need remote access and a high speed internet connection in order to check on data size and local storage space. You will then be quoted a price based on the size of your data backup. With your approval we will then install software, start initial backup, and once completed schedule the backup to run daily, or any other time that you might prefer.

Please note that if the computer is portable and is connected to high speed internet at intermittent times, it may take a lot longer than usual to complete the initial backup.

We also need enough local storage space on your local disk or other storage device so that we can backup locally at the same time. This gives you much faster transfer time from your backup files in the event a file recovery is required and your storage medium is still working fine. Depending on space requirements you may require an additional hard drive or different machine to store your local backup on.

**Option 2:** All the individual workstations and/or notebooks are backed up using one backup account.

This option is the same as Option 1 but the difference is that the billing may be lower since all data is stored under one account with each computer having a different backup set. Also because it is under one account the backup administrator will have access to everyone's data under this one account. A set up fee would be charged for each workstation and /or notebook under this option.

Remote access available? \_\_\_\_\_ Admin Password available? \_\_\_\_\_

Data Folders to be backed up \_\_\_\_\_

MS Exchange Database and/or SQL Database Backup required? \_\_\_\_\_

Individual Email recovery Option required? \_\_\_\_\_ How many multiples of 20? \_\_\_\_\_

### For Internal use

Individual Mailboxes to have recovery option: \_\_\_\_\_

Start Date: \_\_\_\_\_ Data Size: \_\_\_\_\_ Local Backup Location: \_\_\_\_\_

Account Name: \_\_\_\_\_ Backup Administrator: \_\_\_\_\_

Access and Email Notification for Backup Administrator (Y/N) Email: \_\_\_\_\_

Backup Set Logon Name: \_\_\_\_\_ Password: \_\_\_\_\_