

TERMINATION OF SERVICES REQUEST

Thank you for trusting Innovative Brand Lab with your domain management, web services, and email needs. This will serve as your notice of intent to terminate some or all of your services with us and we are sorry to see you go. **Please fill out and return the following form to us immediately.** If you are leaving Innovative Brand Lab because you are unhappy with our services, please accept our sincere apology and feel free to contact us regarding your concerns. We are always striving to find ways to better serve our customers, and so your opinions and input are very valuable to us. We wish you the best of luck in your future endeavors on the internet, and please call us if we can ever be of service to you again. Our office number is: 218-210-7873. Thank you.

Please confirm the services that you are moving from or keeping with Innovative Brand Lab; check (1) box in each of the following (3) service categories.

Domain Management	Website Services	Email Services
<input type="checkbox"/> Keep my domain management with Innovative Brand Lab SEE AGREEMENT	<input type="checkbox"/> Keep my website services with Innovative Brand Lab SEE AGREEMENT	<input type="checkbox"/> Keep my email services with Innovative Brand Lab SEE AGREEMENT
<input type="checkbox"/> Keep my domain management with Innovative Brand Lab REDIRECT DNS to new provider \$50.00 FEE	<input type="checkbox"/> Cancel my website services with Innovative Brand Lab DO NOT TRANSFER site files \$0 FEE	<input type="checkbox"/> Cancel my email services with Innovative Brand Lab \$0 FEE
<input type="checkbox"/> Cancel my domain management with Innovative Brand Lab TRANSFER DOMAIN to client account \$150.00 FEE	<input type="checkbox"/> Cancel my website services Innovative Brand Lab TRANSFER site files to new provider \$500.00 FEE (Per site)	<input type="checkbox"/> I DO NOT have email services with Innovative Brand Lab \$0 FEE
<input type="checkbox"/> Cancel my domain management with Innovative Brand Lab RELEASE DOMAIN to registrar \$0 FEE		
<input type="checkbox"/> Innovative Brand Lab does not manage my domain; I manage my own domain \$0 FEE		

Specify last day of service: _____ (IMPORTANT)

(If your new service provider does not have your new services active by this date you will experience loss of domain, website and/or email.

Our terms of service state that "Customers may cancel their service at any time by giving us 30 days' notice in writing". Without sufficient notice all fees are still considered due and payable as we budget in advance for each month. Terms of Service can be found at <http://www.innovativebrandlab.com/terms>

Once we receive this request for Termination of Services, an account review will be performed on your account. If any charge remains unpaid after the due date it is considered past due, past due accounts are subject to late fees. In addition, finance charges may be assessed on past due balances.

Your signature authorizes the changes above. We must receive payment for the associated fees prior to your request being fulfilled. **If payment is not received by the last day of the month, you will be billed for the next month's fees under your agreement.**

Customer Signature

Printed Name

Scan and email completed form to
support@innovativebrandlab.com or mail to
Innovative Brand Lab - PO Box 848 - Nisswa, MN 56468