

HOSTING CANCELLATION REQUEST FORM

Please read through the following before completing this form. By signing below and submitting this form, you acknowledge the following:

1. For security purposes, BHM will not deactivate hosting for a domain without a completed cancellation form. Cancellation requests via email, phone, fax, snail mail or any other means will not be processed. This is to protect the owner of the website from unauthorized, malicious or accidental cancellation.
2. Hosting for your domain will be deactivated within 24-48 hours from the time that this form is submitted (Monday through Friday). It may even be deactivated on the same day that you submit this form. Assume that your account will be deactivated as soon as this form is submitted.
3. Make sure you have downloaded/transferred all of your files/email and are ready for hosting of the domain(s) to be deactivated before filling out this form. **All files, including email will be deleted from the server when the site is deactivated. Any DNS entries for your domain will be removed from our name servers.**
4. If you do not wish to be billed for the next month's hosting services, be sure to submit this form before your next billing cycle or else you will be billed in full for the next month's hosting. Partial month hosting charges are not refunded when canceling hosting for a domain.
5. If your domain has expired and you have chosen not to renew it, you will continue to be billed for hosting each month until you actually cancel hosting by completing this form. This is a safeguard for our customers, since we have no way of knowing if a customer is going to decide to renew their domain or if they wish to retrieve their files that are on the server.
6. If you sign-up for web hosting, but never uploaded your files or update your domain record to reference our name servers, you are still responsible for any web hosting charges. You will continue to be billed for hosting each billing cycle until you actually cancel hosting by completing this form.
7. If you or your webmaster has transferred your site to a different host, you will continue to be billed for hosting each month until you actually cancel hosting by completing this form. This is a safeguard for our customers, since we have no way of knowing that you have decided to leave or when your move is actually complete.

HOSTING ACCOUNT DOMAIN(S) TO BE CANCELLED:	
LAST 4 DIGITS OF CARD ON FILE:	EMAIL ADDRESS:

Client / Authorized Representative Signature	Client / Authorized Representative Printed Name	Date