



7345 Goodlett Farms Parkway  
Cordova, TN 38016  
Phone: (800) 654 - 1605 ext. 6601  
Fax: (901) 259-1957  
[conversion@shelbyinc.com](mailto:conversion@shelbyinc.com)

**INFORMATION REQUIRED FOR CONVERSION QUOTE  
(Please Print)**

**Please fill out this form as completely as possible (submit via fax) and  
send us a copy of the conversion data (See Page 2)**

ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY STATE ZIP: \_\_\_\_\_

Submitted by (Name, E-mail) \_\_\_\_\_

**Existing Software Considered for Conversion:** \_\_\_\_\_

**What is the current version of your software? :** \_\_\_\_\_

**What version of SQL? :** \_\_\_\_\_ (this is needed to proceed)

**Approximate number of names to be converted:** \_\_\_\_\_

**If converting to an existing Shelby V5 Database, please fill in the following:**

**What is the current version? :** \_\_\_\_\_

**What version of SQL? :** \_\_\_\_\_

List modules currently being used: \_\_\_\_\_

NOTE: If Shelby V5 is already in use with existing modules, a backup of the Shelby V5 data will need to be submitted along with the conversion data (See page 2).

**Who will be the main contact for conversion coordination?**

<b>Name</b>	
<b>Phone</b>	
<b>E-mail</b>	

**Using the space below, please indicate (as succinctly as possible) what information you are Requesting for conversion to Shelby V5** (Example: Accounts Payable Vendor Contact information, Member Record contact and family information, Member Status, How Received\Joined, Pledges and Contribution\Gift history for YYYY through YYYY, Small Group structure and attendance history, etc).

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**!! Sending Data for Conversion Quote !!**



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Data can be delivered to Shelby Conversions in two ways.

First, compress the files to a (zip) format.

1. Upload to us through the following link:

<http://datatransfer.shelbyinc.com/ConvUploadForm.asp>

Please compress the files to a zip (.zip) format, and name them using your customer number + C1.zip (Example: 07777C1.zip), and incrementing the number if more than one file needs to be uploaded. If you do not have a customer number, please use your organizations zip code.

Or...

2. If you need to mail conversion data, please forward it on Compact Disk (CD) to the address listed above, and specify to the attention of V5 Conversions.

**IMPORTANT: PLEASE DO NOT USE BACK-UP UTILITIES PROVIDED WITH SYSTEMS OTHER THAN SHELBY V5. WE WILL NOT BE ABLE TO RESTORE THE DATA. INSTEAD, PLEASE USE A ZIP COMPRESSION UTILITY TO COMPRESS THE NATIVE FILES TO ZIP FORMAT. IF YOU ARE PRESENTLY USING SHELBY V5, YOU CAN USE THE SHELBY SQL BACKUP\RESTORE UTILITY TO BACKUP\COMPRESS FOR DATA SUBMISSION.**

Additionally, if you plan to submit multiple delimited exports of data (CSV, XLS, TXT, etc), please import the files to an MS Access Database and submit the MDB along with the delimited files (Compressed to ZIP). If expertise is limited in this regard, then submit the files you have.

Shelby Systems, Inc. will not disclose the data to any third-party. The data is intended for quote development/evaluation and processing.