



webvisions
www.webvisions.com

Webvisions Pte Ltd
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Tel: (+65)-6773-9388 Fax: (+65)-6773-9389
<http://www.webvisions.com/>

DNS Modification Request Form

1) Customer Information (Please Print Clearly)

Company Name : _____	Contact Name : _____
Email Address : _____	Company Stamp : _____
Contact Number : _____	Fax Number : _____

Your domain name/server ID : _____
 Related case ID : WV0# _____
 DNSXPRESS Code (if any): _____

2) Modification Request (Please Print Clearly)

No	Hostname/IP	Record Type	Priority (MX only)	Record data
E.g.	www.company.com.sg	A		202.157.128.22
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Additional request : _____

Acknowledgement Notice: (please sign, chop and fax this form back to (65)-6773-9389.

By signing below I understand that the propagation time for DNS updates can take up to 3 days to complete in certain networks. I also understand that Webvisions will not be liable for any loss of data, down time, loss of business or any consequence as a result of performing this work order for me.

IMPORTANT NOTIFICATION:

1. This form should not be used for ADDING or REMOVING existing DNS entries. To ADD an existing entry, please write to sales@webvisions.com to request appropriate fees and order request form. To REMOVE existing DNS entry, please submit a cancellation request or request assistance from sales@webvisions.com
2. This form should not be used for modification of domain name servers. Please contact your domain's relevant registrar for name server modification assistance. Name server change requests using this form will not be replied to.
3. After submitting this request, please allow up to 3 working days for it to be processed

This order will not be processed if signature and company chop are not enclosed

Signature & Company Stamp _____ **Date** _____

For Official Use : Work Completed By _____ **Date:** _____



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Not too sure?

You are using this form to update aspects of your domain's zone file.

A record - Address

This record points a hostname to an IP address.

eg. www.yourdomain.com = 202.157.130.172 and mail.yourdomain.com = 202.157.130.173

therefore your setting should be

www A 202.157.130.172

mail A 202.157.130.173

MX record - Mail eXchanger

A mail exchanger is the mail server which the world contacts when delivering emails to your domain. You can specify multiple MX records with different priority values to let others know which mail server to deliver to first. The server with lowest value is contacted first.

eg. your main mail server is mail.yourdomain.com, backup mail server is snail.yourdomain.com

therefore your setting should be

yourdomain.com MX 10 mail.yourdomain.com

yourdomain.com MX 30 snail.yourdomain.com

CNAME record - Canonical NAME

Canonical names are aliases/nicknames of existing hostnames.

eg. you want home.yourdomain.com to have the same IP as www.yourdomain.com

therefore your setting should be

home.yourdomain.com CNAME www.yourdomain.com

PTR record - PoinTeR

Pointers are Reverse lookups - resolving an IP address to a hostname.

eg. 202.157.130.172 = www.yourdomain.com

therefore your setting should be

202.157.130.172 PTR www.yourdomain.com

NS record - Name Server

Name server records are used to specify the DNS hosts that are authoritative for your domain. Authoritative means they are known by the world to be issuing correct DNS resolutions for your domain.

eg. you wish to use extra name servers extra1.otherdomain.com

there your setting should be

yourdomain.com NS extra.otherdomain.com