



Dear Valued Cayen Systems Client,

**Re: 2009 Cayen Systems New Version Schedule**

In order to better serve our clients and after thorough planning, Cayen Systems has made a decision to revise the process and schedule of version updates to our web-based products. Starting in April 2009, version updates will take place on the first Friday of every other month. This change will allow time for more comprehensive testing to assure flawless improvements to our system, improve communication between Cayen Systems and our clients prior to the version release and enhance the continued integrity of our products and each client's unique system. In order to successfully transition and implement this change, we will be adhering to a stricter schedule of deadline dates for various steps within the version update process. Please review the schedule below, and let us know if you have any questions or comments on this change. We are excited about this change and see many benefits for our clients. We look forward to working with you to make it a success for all involved.

Thank you.

Kate Unger  
 Development Manager  
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 Cayen Systems

<b>Version 5.8 (April)</b>	Deadline for Submission of New Customization Requests	Friday, February 20, 2009 5:00 PM Eastern Time
	Deadline for Submission of Signed Customization Quotes*	Friday, March 6, 2009 5:00 PM Eastern Time
	Version 5.8 Communication with Clients Regarding New Features	Monday, March 16, 2009 Before 10:00 AM Eastern
	Version Release for Cayen Hosted Websites/Databases	Friday, April 3, 2009 Before 10:00 AM Eastern
	Version Release for Client Hosted Websites/Databases	Monday, April 6, 2009 or Tuesday, April 7, 2009
<b>Version 5.9 (June)</b>	Deadline for Submission of New Customization Requests	Friday, April 17, 2009 5:00 PM Eastern Time
	Deadline for Submission of Signed Customization Quotes*	Friday, May 1, 2009 5:00 PM Eastern Time
	Version 5.9 Communication with Clients Regarding New Features	Monday, May 18, 2009 Before 10:00 AM Eastern
	Version Release for Cayen Hosted Websites/Databases	Friday, June 5, 2009 Before 10:00 AM Eastern
	Version Release for Client Hosted Websites/Databases	Monday, June 8, 2009 or Tuesday, June 9, 2009

<b>Version 6.0 (August)</b>	Deadline for Submission of New Customization Requests	Friday, June 19, 2009 5:00 PM Eastern Time
	Deadline for Submission of Signed Customization Quotes*	<b>Thursday</b> , July 2, 2009 5:00 PM Eastern Time
	Version 6.0 Communication with Clients Regarding New Features	Monday, July 20, 2009 Before 10:00 AM Eastern
	Version Release for Cayen Hosted Websites/Databases	Friday, August 7, 2009 Before 10:00 AM Eastern
	Version Release for Client Hosted Websites/Databases	Monday, August 10, 2009 or Tuesday, August 11, 2009
<b>Version 6.1 (October)</b>	Deadline for Submission of New Customization Requests	Friday, August 21, 2009 5:00 PM Eastern Time
	Deadline for Submission of Signed Customization Quotes*	Friday, September 4, 2009 5:00 PM Eastern Time
	Version 6.1 Communication with Clients Regarding New Features	Monday, September 21, 2009 Before 10:00 AM Eastern
	Version Release for Cayen Hosted Websites/Databases	Friday, October 2, 2009 Before 10:00 AM Eastern
	Version Release for Client Hosted Websites/Databases	Monday, October 5, 2009 or Tuesday, October 6, 2009
<b>Version 6.2 (December)</b>	Deadline for Submission of New Customization Requests	Friday, October 23, 2009 5:00 PM Eastern Time
	Deadline for Submission of Signed Customization Quotes*	Friday, November 6, 2009 5:00 PM Eastern Time
	Version 6.2 Communication with Clients Regarding New Features	Monday, November 23, 2009 Before 10:00 AM Eastern
	Version Release for Cayen Hosted Websites/Databases	Friday, December 4, 2009 Before 10:00 AM Eastern
	Version Release for Client Hosted Websites/Databases	Monday, December 7, 2009 or Tuesday, December 8, 2009

### **\*Prioritization Process**

In the event that the amount of total customization requests and general updates should exceed a viable development and testing process (within a given version update period), we may need to prioritize requests. In this instance, prioritization will be handled in collaboration between Cayen Systems development staff and the client based on the necessity of the request in relation to functionality and the time of the program year.