

Quotation Number : **32662**
Date : 12 April 2021

Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
30 High Street

Melbourn
SG8 6DZ

Lucid Systems Ltd
44 Felaw Street
Ipswich
IP2 8SJ

RE : **Replacement desktop**

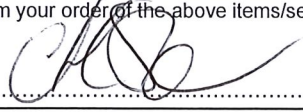
Qty	Item / Description	Unit Price	Total
1	HP G3 Desktop Intel Core i5-10500 (12MB Cache, 3.1GHz), 8GB DDR4-SDRAM, 256GB SSD, DVD-RW, Intel UHD Graphics 630, LAN, Windows 10 Pro 64-bit	481.08	481.08
1	Installation and setup Clone of old system for software setup	150.00	150.00

Subtotal £ **631.08**

VAT at 20 % £ **126.22**

Total £ **757.30**

Quotation valid for a period of 7 Days,
stock availability can change at any time.

To confirm your order of the above items/services please sign and fax to 0845 8622613 or email to info@lucidsystems.co.uk.
Signed:  Date: 12/4/21 PO No.....

Full Terms and Conditions on all of our products available at <http://www.lucidsystems.co.uk/terms>

Parish Clerk

From: Councillor Clark <cllr.clark@melbournparishcouncil.co.uk>
Sent: 12 April 2021 17:43
To: Parish Clerk; RFO
Subject: Re: FW: Lucid Ticket No. 88820 Re: No signal found

Following our conversation earlier and the following email on the subject of a replacement desk top, I do approve the cost.

Please go ahead.

Regds Graham

On 12/04/2021 16:23 Parish Clerk <parishclerk@melbournpc.co.uk> wrote:

Hi Graham

The PC that Gabby and Steph share in the office is not working. Lucid came out today and took the processor back to their offices to try and revive it. Unfortunately, it is not repairable – please see Lucid's email below.

The PC is absolutely vital for Gabby as it has the Moneysoft software on it that is not available on any other PC in the office.

Lucid have provided a quote for a replacement desktop – please see attached.

Our Financial Regulations allow for emergency expenditure up to £1,000 to be authorised by the Clerk – please see section 4 of the Financial Regs (<https://melbournparishcouncil.co.uk/wp-content/uploads/2021/03/Document-4.17-Melbourn-Parish-Council-Financial-Regulations-Ver4-March-2021.pdf>) .

In the circumstances, can I please ask you to co-approve this so that Lucid can order in the new desktop and get it set up by next week.

Many thanks

Claire