

Quotation Number : **34132**

Date : 16 November 2021

Claire Littlewood  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street

Lucid Systems Ltd  
44 Felaw Street  
Ipswich  
IP2 8SJ

Melbourn  
SG8 6DZ

RE : **New laptop**

Qty	Item / Description	Unit Price	Total
1	<b>Fujitsu LIFEBOOK A3510</b> Intel Core i5-1035G1 (6MB Cache, 1GHz), 8GB DDR4-SDRAM, 256GB SSD, 39.6 cm (15.6") Full HD 1920 x 1080, Intel UHD Graphics, LAN, WLAN, Webcam, Windows 10 Pro 64-bit	547.37	547.37
1	<b>Microsoft Office 2021 Home &amp; Business</b>	199.97	199.97
1	<b>Engineer Installation</b> Initial set-up and remote configuration	150.00	150.00
1	<b>Delivery</b>	7.99	7.99

**Subtotal** £ **905.33**

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

**VAT at 20 %** £ **181.07**

**Total** £ **1,086.40**

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..... PO No.....

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

Hi Claire,

I have attached a revised quotation which includes Microsoft Office 2021. Our quotations are valid for 7 days but also depends on stock at the time. The labour charge is based on the experience we have gained in setting up new PC's. This includes:

- Unboxing / connecting equipment**
- Setting up Windows**
- Setting up user accounts**
- Installing printers**
- Connecting to the NAS**
- Installing Chrome**
- Installing Adobe Reader**
- Install Lucid monitoring software**
- Installing Remote control software**
- Installing Windows updates**
- Install manufacturers updates**
- Installing security software**
- Encrypting the hard drive**
- Renaming the PC**
- Data transfer from another system (if required)**
- Third party software installation**
- Installing Office**
- Setting up Outlook**

On this occasion I have applied a slight discount to the installation labour.

Kind regards  
Chris

Chris Barrett-Parrott  
[Technical Engineer](#)